

Canada Winter Games 2019 (CWG 2019)
Nova Scotia

Speed Skating Manager

Responsibilities

Summary: The NS CWG2019 Speed Skating manager is responsible for supporting the NS CWG2019 Speed Skating Coach activities and the administration of various process related to the NS CWG2019 Speed Skating Team. The manager work closely with the NS CWG 2019 speed skating coach and the NS CWG 2019 Committee. Below is a list of detailed responsibilities related to this position:

Maintain on-going communication with athletes, clubs' coaches and parents.

Act as communication officer for the NS CWG2019 Speed Skating Team.

Maintain communication with NS CWG2019 Committee and other CWG 2019 managers

Assist and coordinate with the coach logistic for training, ice sessions, information meeting and other related activities.

Coordinate the acquisition and distribution of CWG2019 clothing including speed skating skins and warm-up jackets.

Organise and coordinate all documentation required for the selection of the NS CWG2019 Speed skating Team.

For example: Security check process and document,

Endorsement letters of athlete by clubs' coaches,

Medical and bye documentation

Sign the SSNS Canada Games Team Member agreement which also includes the Nova Scotia Canada Games Team Code of Conduct.,

Other documentation related to the NS CWG2019 Speed Skating Team.

Coordinate with provincial CWG2019 Officials about travel arrangements, for skaters, coach and manager.

Retrieving information and coordinate all team transportation logistic to and from CWG2019 venues and other games activities.

