



## **Job Description**

### **Team Manager for International Coastal events**

The team manager will oversee all areas of the event operation prior to, during and immediately after an event and will be personally responsible for the areas stated below. Candidates must have safe-guarding, be a member of Rowing Ireland and may have to go through the OFI accreditation process (Anti-doping course etc.)

All costs and entries to be discussed with and agreed in advance with the executive

#### **Pre-Event**

##### **Travel**

Pre book flights in advance of the event/camp with a major carrier so that names and bookings can be changed easily. Flexibility is essential when booking these flights.

Make sure that the timing of the flights is such that the most appropriate times are agreed, taking the athletes racing schedule into consideration where possible, convenience and availability.

Book on additional equipment such as oars and check baggage allowance for each flight.

Organise bus transfer to and from Airport to hotel and also transport each day to the course. Choose appropriate drivers and organize pick up of cars/vans if hiring vehicles.

Book trailer (ferry) transport and organize drivers for the trip.

##### **Accommodation**

- Book appropriate accommodation that can cater for able bodied and Para athletes if required. Ideally the accommodation would have been pre checked for its suitability in terms of being a good environment to aid maximum recovery.
- Allocate rooms to athletes and staff, make note of any specific needs such as

- individuals who snore or those needing to be up early to race etc.
- Find the most cost-effective hotel and the one that has the best location with easy transport links to the rowing course.
  - Specify and special requirements an athlete or staff member may have (vegetarian etc.)

## **Entries**

- Enter crews into the required events in conjunction with HPD
- Make sure each crew member has passport details and EU Health card on file in the office. (check in date)
- Get athlete kit sizes and send off orders to preferred supplier for racing and casual kit in advance of racing.
- Ensure all athlete levies are agreed and paid in advance.

## **At the event**

- Organise accreditation of athletes and staff at the event
- Attend the team managers meetings and pass on appropriate information to all coaches, support staff and athletes as required. (Day 1 declare crews)
- Pick up day sheets and results.
- Organise daily transport taking the training/racing schedule into consideration Coordinate when crews need to be at the course and organize daily transport, taking training and racing schedules into consideration
- Organise timings of breakfast, lunch and dinner again with training and racing schedules in mind
- Media. Regular liaison with the Communication Officer and updates to the website of relevant information during racing. (In conjunction with the agreed policy with the HPD)
- Ensure athletes have adequate food, water, supplies etc. for between meals and between races
- Assist the coaches and HPD with any additional duties required to support the team (water at end of races, launching boats, boat weighing etc.)

## **General**

- Be willing to support the HPD, Operations Manager and National Coaches in the performing of their duties as the needs arise in support of the overall HP team philosophy.
- Support the Operations Manager in communicating with the OFI, Sport Ireland and FISA regarding travel requirements, bookings, Covid restrictions and protocols etc.

## **Overall**

The Rowing Ireland HP Team Manager, in conjunction with the HPD and the HP Operational Managers, assumes responsibility for all areas of operation of HP Rowing Team both within and outside the competition arena and within and outside the NRC and training camp venues.

The Team Manager must at all times focus on the needs of the athletes and coaches.

In small sections where the Team should have the appropriate levels of coaching knowledge, skill and experience to be able to support athletes and coaches in their preparation for competitions as necessary. These duties will be performed in addition to associated administrative and management duties.