



TEAM MANAGER POLICY FOR CANADIAN NATIONAL CHAMPIONSHIPS

Contents

- 1 Introduction
- 2 Qualifications/Compensation/Reimbursement
- 3 Pre-Match Duties
- 4 Match Duties
- 5 Post-Match Duties
- 6 Conclusion

1. Introduction

The role of the IPSC ONTARIO Team Manager need not be difficult or over complicated.

The Manager's Position was created to ensure that the Teams or Individual Team Members have the required assistance as it relates to pre-match, match and post-match issues.

Communication and organization are the keys to being a good team manager. You must always be prepared to put the team first and your own interests last.

The ideas in this resource are only guidelines.

2. Qualifications/Compensation/Reimbursement

Appointment – The Team Manager shall be appointed by the Board no later than February 1st.

Qualifications - The Team Manager shall be selected from a listing of individuals who possess the following:

- a. CRO for a minimum of 5 years or RM Status
- b. At least 10 years of active RO.

Compensation - The Team Manager shall be entitled to receive complete compensation for their pre-match competition fees.

Compensation - The Team Manager shall be entitled to receive complete compensation for their hotel (match hotel or lower rate), airfare (economy class) and car rental (compact) from the date of the main match registration to the date of the Banquet.

Food & Beverage Reimbursement - The Team Manager shall be provided a reimbursement in full for all monies spent on competitors' range snack and beverage "supplements". The Team Manager shall be entitled to a Food and Beverage stipend as approved by the Board.

3. A summary of the important roles of the manager

Pre-Match

Communicate to qualified ranked shooters their successful ranking and offer a slot on the Divisional IPSC Ontario Team for the IPSC Canadian Nationals.

Communicate to IPSC Ontario Board of Directors who has accepted their position on the IPSC Ontario Teams.

Communicate to all members the members that have been selected for and accepted their team slot (and publically congratulate the members selected).

Finance - Arrange for and ensure that match fees are paid to the IPSC Canadian Nationals Match Director within the prescribed time lines in conjunction with the Treasurer.

Code of Conduct - Advise Team Members what is required of them (behavior) while attending the match (both on/off the range).

Advise Team Members of what is considered an appropriate standard of dress for the banquet so they bring it with them.

Ensure a new Team Jersey is designed within a prescribed specification. (All Team Members are to be provided with two jerseys.)

Consult with Team Members to ask how they would like their name to be shown on the Team Jersey.

Consult with Match MD to find out earliest dates for Match Hotel selection, communicate this information to the Team Members, and book a block of rooms for the team members through IPSC Ontario.

Hand out Team jerseys to Team Members.

Arrange for and ensure Team Jersey fees/costs are paid on-time.

Substitutions – Advise Team Members of a final date to “withdraw” for personal reasons, etc. Contact next ranked member(s) in line by division for substitutions and ensure the new Team member gets their Team Jerseys, hotel room, transport to/from range and ammo shipping.

During Match

Security – Advise Team Members how to keep their equipment safe when not at the range (in vehicles, hotels, etc.) as many hotels do not have in-room safes and many times vehicles without a truck are rented for the match.

Liaison - You are an intermediary between the Match Officials and the Team Members.

Photos - Organize team photos by Division and as a whole.

Arbitration - In the event a Team Member or other Ontario competitors is penalized or DQ'd, to act as an administrator to supply the Arbitration fee, written application and speak on behalf of the Team Member at the hearing.

Post-Match

Banquet

Ensure Team Members know their attendance and participation in team photos (unless an emergency) is a requirement to receive their Competitor Compensation.