



# ONTARIO WINTER GAMES 2020

## Team Manager

GBDBA is seeking a Team Manager for the GBDBA 2020 Team that will participate in the Ontario Winter Games in Orillia, Ontario from February 27 to March 1, 2020.

### *Criteria for TEAM MANAGER*

- Must be the opposite gender of the coach
- Act as liaison between OWG Team and GBDBA Board of Directors
- Act as liaison with the OWG Badminton Administrator/BON during the OWG for the GBDBA Team
- Must be able to enter into binding contracts
- Organizational, managerial and finance knowledge preferred
- Must demonstrate proof of police check

### *Responsibilities of TEAM MANAGER*

- Select venue for Team Selection and Training sessions
- Source supplier for Team uniforms, place the order, and distribute uniforms to Team Members, the Head Coach, and the Team Manager
- Track the quantity of shuttles used for Selection and Training sessions
- Communicate with parents of Team Members as needed
- Maintain records of individual players on GBDBA Team in terms of practice attendance, tournament reports, Team registration and all other player files
- Arrange transport to and from the OWG
- Provide extra drinks/food at the OWG
- Maintain records of all GBDBA Team expenses within budget and submitting same to GBDBA Board of Directors
- Submit all GBDBA Team entry forms to selected events and all paperwork for the OWG
- Be responsible for all off-court activities for GBDBA Team including obtaining particulars for all meals and team accommodations at tournament
- Complete and submit a final report for the GBDBA Team to the GBDBA Board of Directors

### *Honorarium for Team Manager*

- A suitable honorarium shall be paid for fulfillment of duties at the end of the Ontario Winter Games 2020.

### *Application Deadline*

- Qualified individuals who are interested in this position shall provide a letter of intent outlining qualifications and suitability for the position to GBDBA President at [president@GBDBA.ca](mailto:president@GBDBA.ca) by July 12<sup>th</sup>, 2019. The successful candidate will be notified by July 31, 2019.