

# Newfoundland and Labrador Athletics Association (NLAA)

---

## NL Summer Games – Track & Field Team Manager Selection Policy (Draft)

### 1. Purpose

To outline a fair and consistent process for selecting a qualified Team Manager who will support coaches and athletes, ensure smooth team operations, and uphold the standards of the Newfoundland & Labrador Summer Games.

### 2. Role of the Team Manager

- Coordinating team logistics (travel, schedules, communication)
- Supporting coaches with administrative tasks
- Serving as a liaison between athletes, parents, coaches, and regional coordinators
- Ensuring adherence to Games policies and Safe Sport standards
- Managing equipment, uniforms, and documentation
- Assisting with emergency or incident reporting

### 3. Eligibility Requirements

- Be 19 years of age or older as of the first day of the Games
- Be a resident of the region
- Be in good standing with NLAA and affiliated organizations
- Provide a current background check and Vulnerable Sector Check
- [Complete Safe Sport Training and Respect in Sport](#) (free e-Learning)
- [Complete Rule of Two Module](#) (free e-Learning)
- Demonstrate strong organizational and communication skills

### 4. Selection Criteria

- A. Administrative & Organizational Skills
  - Experience managing teams, events, or logistics
  - Ability to coordinate schedules, transportation, and communication
  - Strong attention to detail
- B. Communication & Interpersonal Skills
  - Ability to communicate clearly with athletes, parents, and coaches
  - Professionalism and conflict-resolution skills
  - Ability to maintain confidentiality
- C. Reliability & Commitment

- Availability for practices, meetings, trials, training camps, and the full Games
- D. Past Experience
  - Experience in team management, school sports, club administration, or volunteer coordination
  - Positive references and responsible conduct

## 5. Application Process

- Team Manager Application Form
- Résumé outlining relevant experience
- Proof of required certifications
- Brief statement of interest

## 6. Interview & Evaluation

May include interviews, reference checks, review of past experience, and assessment of communication style.

## 7. Selection Committee

May include Regional Sport Coordinator, Head Coach, NLAA representative, or neutral evaluator.

## 8. Expectations of the Team Manager

The selected Team Manager must uphold Safe Sport, model professionalism, support athletes and coaches equitably, maintain accurate records, follow [Games policies](#), and attend mandatory training.

## 9. Removal or Replacement

A Team Manager may be removed for failing to meet expectations, breaching conduct policies, unprofessional behaviour, or lack of availability. Replacements chosen from remaining applicants.

## 10. Appeals Process

Applicants may appeal on the basis of procedural errors, misunderstandings regarding eligibility, or new information. Appeals must be submitted in writing within 48–72 hours.