



Power Smart Manitoba Games Sport Manager Roles and Responsibilities

General Overview

The Manitoba Games is the largest on-going multi-sport event in the province. Like the Olympics they take place every two years alternating between summer and winter. The program is administered by Sport Manitoba and implemented by the selected host society with each Provincial Sport Organization (PSO) leading their sport specific planning and implementation.

Function and Responsibilities

Leading up to the Games, the Sport Manager assists the **Provincial Sport Organization (PSO)** with logistics and communication tasks for their respective sports regional team. Sport Manitoba's Regional Managers will support each sport manager and PSO with the planning and implementation of all tasks (planning, logistics, communications etc.). The Sport Manager is the primary point of contact for the PSO and Regional Manager for their respective team. At the Games, the Sport Manager is responsible for their team 24 hours/day, ensuring they are properly chaperoned and adhere to all Power Smart Manitoba Games rules, for the duration of the Games. The Regional Manager will work with the Sport Manager and coaching staff regarding code of conduct infractions.

Pre Games

1. Work closely with their respective PSO to learn about the PSO's regional development plan, budgets and communication strategies. **The PSO and Sport Manager will work closely to plan, implement and evaluate the regional program.**
2. Pass checks according to the Manitoba Games Security Screening Policy.
3. Review and be familiar with the sport technical package, sport schedule and Sport Manager Binder and communicate potential issues or concerns to the Regional Manager and Head Coach in a timely manner.
4. Be familiar with the PSO and sport specific contacts in your region.
5. Assist the PSO with the identification and recruitment of regional team coaches.
6. Assist the PSO and coaching staff to communicate necessary information to athletes (registration, schedules, practices, uniforms, accreditation, transportation, host society information etc.).
7. Attend all regional team practices and meetings.
8. Attend Coaching Manitoba Multi-Sport Games Professional Development session.
9. Assist the PSO in promoting the sport within your specified region.

At Games

1. Serve as the key communication link-liaison between your team and the Host Society including:
 - Review sport schedules and notify your team of any changes regarding events and schedules
 - Provide sport updates, including any problems or potential issues, to the Regional Manager
 - Assist Regional Manager with any discipline and protest-appeals issues that may arise
2. Chaperone team athletes, at all times, for the duration of the games.
3. Ensure your team is prepared for the multi-sport games experience.
4. Ensure that all team members (including coaches) adhere for the duration of the games to: Manitoba Games village rules, Manitoba Games general rules, Manitoba Games code of conduct, and sport technical package.
5. Manage team operations and logistics including: accreditation, accommodation, food, transportation, medal and opening/closing ceremonies, planning for team "down-time", arrival/departure, village check in/out, etc.
6. Act as regional team Bus Captain to/from Games (when required), travel on regional team bus and stay in the athlete village.
7. Work closely with the Regional Manager and the PSO to ensure maximum safety and fun during the games.
8. Encourage regional team and Games spirit and fair play. And most importantly, have fun!

Post Games

1. Complete post evaluation survey.
2. Submit final report.