



COMPETITION LEVEL Team Manager Pathway National Team Manager Training Programme Overview

The Oceania Sport Education Programme (OSEP) is a joint initiative of the Australian Sports Commission, the Oceania National Olympic Committee and the Organisation of Sports Federations of Oceania to support the development of sport education in the Pacific region.

The OSEP comprises a number of training programmes that have been specifically designed to provide a regional approach to sport education by developing flexible, relevant, modern curricula and training support resources in the areas of coaching, officiating, administration and assessor/presenter training.

The OSEP offers Community, Development and Competition levels of training programmes in the following streams:

1. Sports Administration
2. Coaching
3. Strength & Conditioning
4. Team Manager
5. Trainer

NATIONAL TEAM MANAGER

The National Team Manager training programme will assist individuals who manage teams to attend sport competition at the national level. It is designed for team managers and Chef De Missions who have been selected by their National Federation and National Olympic Committees to manage a national team to attend regional and international competition.

OSEP National Team Manager will take approximately 24 hours to complete. It consists of four modules:

1. Foundations of Effective Team Management (Design Phase)
 - a. Phases of the Team Management Life Cycle
 - b. Functional Areas for a Team Manager
2. Team Preparations (Development Phase)
 - a. Management and Coordination
 - b. Managing Sport Operations
 - c. Secretarial, Administrative and Management
 - d. Logistics
 - e. Promotion and Sales (Stakeholder relationship, Media and Communications)
3. Management of Teams at a Major Competition (Implementation Phase)
 - a. Management and Coordination
 - b. Managing Sporting Operations
 - c. Secretarial, administrative and management
 - d. Logistics
 - e. Promotion and Sales
4. Reporting and Closure (Dissolution Phase)

Upon successful completion of the National Team Manager training programme, the participants will be able to:

Design

- illustrate examples in the phases of the team management life cycle
- define functional areas, role responsibilities and structures to support deliveries
- develop a national team operational budget
- develop an event plan and
- plan for the team preparation phase.

Develop

- plan the activities according to the five development phase functions; and
- produce a team manager's manual.

Implement

- track progress using the event plan; and
- manage the team according to organizational structures and reporting lines.

Review/Report

- conduct a survey to gather feedback from athletes, coaches and the management team
- conduct a stock take and return hired items
- collect reports from all team officials
- prepare a full report and present to the Board and
- organize the acknowledgement of all relevant stakeholders.

Pre course requirements

- completed OSEP Management in Sporting Organizations *Effective meetings* and *Events modules* AND OSEP Managing Olympic Sport Organization *Events module* OR
- appointment Letter by national federation or NOC; and
- First Aider certificate by an accredited provider before the course or within 3 months after the team manager course.

Post course requirements

- Prepare a Team Manager Handbook and an Event Concept Plan within 3 months of attending a National Team Manager training program.