The Oceania Sport Education Programme (OSEP) is an initiative of the Oceania National Olympic Committee. It is designed to develop sport education in the Pacific region with National Olympic Committees, Regional Sports Federations in Oceania and their member national Federations.

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. The programme underwent an external, independent evaluation which involved several layers of stakeholder consultations, compilation of findings, recommendations, validation with stakeholders before moving into a new strategy and direction. At its core, the courses remain the same.

The courses are in five streams targeting community, development and national level sport volunteers and paid professionals:

1. Administration
2. Coaching
3. Strength and Conditioning Coaching
4. Team management
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.

**LEARNING OUTCOMES**

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
- organize the acknowledgement of all relevant stakeholders
PREREQUISITES
• completed OSEP Management in Sporting Organizations Effective meetings and Events modules AND OSEP Managing Olympic Sport Organization Events module or appointment Letter as a Team Manager by the national federation or NOC
• First Aid Certificate by an accredited provider before the course or within 3 months after the team manager course

DURATION
OSEP National Team Manager will take approximately 24 hours face to face and another 24 hours to complete assessment tasks at your own pace.

MODULES
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)

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

FURTHER INFORMATION
Please talk to an officer in charge of OSEP in your National Olympic Committee or an OSEP Training Provider for further details.