

NLM001

NATIONAL TEAM MANAGER COURSE

A National Level Course in the Team Management Pathway



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.

PROGRAMMES	ADMINISTRATION (A)	COACHING (C)	STRENGTH & CONDITIONING (S)	TEAM MANAGEMENT (M)	TRAINER (T)
COMMUNITY LEVEL (CL)	CLA001 Sports in Communities Administrator	CLC001 Community Beach Volleyball Coach			CLT001 Presenter
		CLC002 Community Coach and Official Coach			CLT002 Assessor CLT003 Educator
				DLS001 Community Strength and Conditioning Coach DLS002 Development Strength and Conditioning Coach	DLT001 Master Educator
DEVELOPMENT LEVEL (DL)	DLA001 Management in Sporting Organisation	DLC001 Development Coach			
NATIONAL LEVEL (NL)	NLA001 Building Better Management – eOSEP			NLM001 National Team Manager	NLT001 Regional Master Educator
	NLA002 Advanced Sport Management				NLT002 Mentor

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.**