

## U18/U23 World Championship and Asia Pacific Sprint Cup Manager - Position Description



### Canoe Racing New Zealand

#### Vision:

- We aim to build and support a thriving paddling community in NZ
- We strive to be successful in every area of our sport, and to inspire kiwis through our success.
- We aim to be the most dynamic, creative and innovative sport organization in NZ

#### Principles to guide our work and decision-making:

- We will always strive to act in the best interests of our athletes, people and community.
- We will be transparent, fair and consistent in our decision-making.
- We will be efficient with our resources and treat taxpayer money with gratitude and respect.
- We will be professional, disciplined and proactive.

### Role Specification

CRNZ will appoint a Manager to help lead and manage the New Zealand Team to the 2019 Junior/U23 World Championships, and the Asia Pacific Sprint Cup.

These events are the pinnacle of the International Canoe Sprint year for Junior and U23 athletes. The coach and manager roles are fundamental to setting the environment for athletes to achieve the best possible results, while leading a positive performance culture.

The Manager will work across the U18 and U23 Teams, while working alongside the respective team coaches to prepare the athletes to compete at the following events:

- **Asia Pacific Sprint Cup:** May 10 to 12, 2019, Lake Karapiro, New Zealand.
- **ICF Canoe Sprint Junior and U23 World Championships:** 25-28 July 2019, Pitesti, Romania.

All athletes, coaches and managers will be bound by appropriate agreements and codes of conduct throughout their roles.

<b>Key Information</b>	
<b>Reports to</b>	Performance Development Manager
<b>Key Relationships</b>	CRNZ High Performance Coaches Club Coaches CRNZ CEO CRNZ Staff CRNZ Athletes
<b>Location</b>	Europe Cambridge, New Zealand Auckland, New Zealand
<b>Time Commitment</b>	The main commitment will be during the U18/U23 World Championships and Asia Pacific Sprint Cup, however there is an expectation to attend and manage training camps/team trials prior to leaving NZ.
<b>Remuneration</b>	Voluntary position non-paid position. Any necessary expenses will be covered as agreed with CRNZ.

<b>Key Responsibilities</b>
<p>Travel and Logistics</p> <ul style="list-style-type: none"> <li>• Collaborate with Junior/u23 Team Coaches, CRNZ Staff to arrange and organize tours and camps. This includes logistics, accommodation, arrangements for coaches and athletes, catering and group activities.</li> <li>• Plan travel arrangements in sufficient time to ensure that draft budget projections are as accurate as possible. Promptly advise the athletes, and their supporters of any changes that may affect the budget and/or their travel plans.</li> <li>• Ensure that arrangements during the trip are suitable and provide the best opportunity for the athletes to succeed, within the approved budget.</li> <li>• Organize uniform requirements of each team member</li> </ul> <p>Financial Management</p> <ul style="list-style-type: none"> <li>• Prepare a full draft budget for submission to CRNZ as early as possible but no later than 2 months prior to the overseas tour. The budget should only include expenses necessary for the tour's objectives</li> <li>• Promptly inform CRNZ, athletes and their supporters of any substantial changes to the budget which may arise due to circumstances beyond the managers control.</li> <li>• Assume responsibility for the collection of funds for the trip and accept expenditure commitments as necessary for the trip's objectives, both of which should be consistent with the budget approved by CRNZ.</li> <li>• Ensure money is spent only on expenses included in the approved budget, unless circumstances beyond manager's control require changes to be made during travel</li> </ul>

- Provide a report on actual expenditure against the approved budget and include this information in the full report back on the trip to be presented to CRNZ

#### Athlete Management

- Manage the team and ensure the team members are good ambassadors for the sport and CRNZ
- Liaise with coaches and CRNZ and ensure good relationships are maintained in a healthy team environment
- Deal promptly with any disciplinary issues and seek guidance from CRNZ if necessary
- General management of athlete welfare through the campaign
- Attend team and other necessary meetings during the scheduled events and provide a full brief for the whole team before each of the events begins

#### Reporting

- Provide a report within a fortnight after the event to CRNZ, with regards to strengths, gaps, and finances as described above.

### **Experience/Skills**

#### **The desired attributes for the role include:**

- Experience managing canoe sprint teams, ideally at international competitions.
- Ability to organize overseas travel before and during the tour
- Sound financial management skills to provide complete and accurate reporting to athletes and CRNZ
- Competent knowledge and understanding of canoe sprint competitions.
- Ability to build good relationships with athletes, coaches, parents, event organizers and other key contacts prior to and during the tours.
- Empathy and experience of working with young athletes
- Strong verbal and written communication skills
- First aid qualified
- Full and Clean drivers license
- Ability to commit to the time demands of the role

### **Application**

With team selection currently in process, the roles will start immediately, with;

- Crew seat trials
- Pre-tour training camps
- Asia Pacific Sprint Cup
- Europe travel component of up to three weeks

Successful candidates will be subject to NZ Police Vetting for child protection and CRNZ policies and procedures.

To apply, please contact CRNZ Performance Development Manager Aaron Osborne. [aaron.osborne@canoeracing.org.nz](mailto:aaron.osborne@canoeracing.org.nz) Application is by CV and cover letter. Applications will close on Monday 18<sup>th</sup> February 2019.