

# 2012 Australian Olympic Team



## JOB DESCRIPTION

### Olympic Team Section Manager

#### **INTRODUCTION**

The Section Manager of an Olympic Team is a vital part of the Olympic Team Management structure and provides the key link between the Team Executive and the Headquarters staff, and the athlete and coach.

The Section Manager is appointed by the AOC after completing the selection process and consultation between the National Federation, AOC and the Team Executive. The Section Manager is directly responsible to the Team Executive and ultimately the Chef de Mission for all activities involving the section (sport/discipline) they are appointed to manage.

The Section Manager must act in strict accordance with the Team Membership Agreement – published separately to this Job Description and available on the AOC website at [olympics.com.au](http://olympics.com.au).

#### **RESPONSIBILITY TO THE AOC**

The Section Manager, while at all times remaining cognisant of National Federation (NF) objectives and policies, is subject to the control, management and direction of the Chef de Mission of the Team or any person appointed by him/her.

As well as following AOC directives, the Section Manager must act in strict accordance with the Team Membership Agreement.

In particular, the Section Manager has obligations to: -

- (1) be bound by the Olympic Charter as in force from time to time;
- (2) comply with, the AOC Constitution and By-Laws and the Team Membership Agreement;
- (3) respect the spirit of fair play and non-violence and behave accordingly;

- (4) conduct themselves so as to obtain and maintain their best possible mental and physical fitness and health to perform to the best of their ability at the Games and carry out their duties to the Team to the best of their ability;
- (5) observe and comply with all reasonable directions of the Chef de Mission and any person appointed by him;
- (6) not engage in conduct which, in the absolute discretion of the President or the AOC (or during the period of the 2012 Olympic Games in the absolute discretion of the Chef de Mission of the 2012 Australian Olympic Team) if it becomes or were to become publicly known will or would be likely to, bring me, my sport, the AOC or the Team into disrepute or censure;
- (7) travel and depart from the Games Accommodation (Olympic Village or other location as approved by the AOC) on the dates and in the manner determined or approved by the AOC or as directed by the Chef de Mission;
- (8) reside in the Games Accommodation for the whole of the period determined by the Chef de Mission or at such other location during the Games as directed or approved by the Chef de Mission;
- (9) wear throughout the Games the uniform and clothing and use the equipment supplied as a member of the Team. The Team Sponsor's marks on this clothing must not be obscured or damaged;
- (10) provide all reasonable assistance to the AOC in its fundraising activities; and
- (11) notify the AOC in writing of the names of their sponsors and the relevant terms of the agreements with their sponsors within 14 days of their selection as a member of the Team and to promptly advise the AOC of all changes to their sponsors and the terms of my agreements with their Sponsors.

#### **RESPONSIBILITY TO THE SECTION**

The Section Manager, in conjunction with the Head Coach of the Section (where one has been appointed), assumes responsibility for all areas of operation of the Section both within and outside the competition arena.

During the Olympic Games, the Team Executive and other administrative staff place paramount emphasis on athlete services. Recognising this, the Section Manager must at all times focus on the needs of the athletes.

#### **RESPONSIBILITY IN SINGLE OFFICIAL SECTION**

In small sections where the Section Manager is the only appointed official or support staff member, the Section Manager should have the appropriate levels of coaching knowledge, skill and experience to be able to support athletes in their preparation for Olympic competition. These duties will be performed in addition to associated administrative and management duties.

In Sections where only one official is appointed, the AOC will give priority to the appointment of a technical support person such as a coach to be the Section Manager.

## **CONDITIONS OF APPOINTMENT**

Appointment of the Section Manager will be subject to the following conditions:

- Attendance at one of the Section Manager Workshops to be held in 2010;
- Attendance at the two Team Management Meetings and associated workshops (February 2011 and February 2012);
- Active and satisfactory participation in the touring program of their sport with the senior national Team between 2010 and 2012 in the capacity of Team Manager;
- Signing of the Team Membership Agreement; and
- Where relevant, subject to the qualification of their sport.

## **SECTION MANAGER COMPETENCIES**

### **Competencies**

### **Description**

#### **Sport Management**

Experienced in the management of national sporting teams and capable of discharging the duties of an Olympic Team Section Manager.

Understands management principles and their application to managing a national sporting team.

Understands differences in demands made of managers of Olympic Teams compared to those of national teams.

#### **Organisational Skills**

Demonstrates a clear understanding of the issues relating to managing a national sporting team and a perception of the implications of being part of the total Olympic Team.

Has the demonstrated capacity to plan and implement activities, to co-ordinate people and resources and to maintain appropriate monitoring and controls.

#### **People Management**

Has the interpersonal and management skills to successfully motivate and direct Team members.

Works effectively with people and shows respect and sensitivity to their needs.

<b>Decision Making</b>	<p>Demonstrates a logical and rational approach in weighing up issues and coming to a decision.</p> <p>Shows initiative in making decisions and taking action.</p>
<b>Communication</b>	<p>Demonstrates strong written and verbal communication skills and able to provide reports when required.</p>
<b>Presentation</b>	<p>Experienced in dealing with international and national media and press conferences.</p> <p>Competent to deal with high-ranking Government representatives, officials of the Olympic Organising Committee, fellow sports officials, diplomatic officers and business leaders.</p>
<b>Coping Skills</b>	<p>Maintains personal control and quality standards when faced with long hours of work and changing demands.</p>
<b>Commitment</b>	<p>Shows enthusiasm and preparedness to put athlete performance before personal considerations.</p> <p>Available to travel with the sport to all pre-Olympic competitions and preparations and attend all Team meetings and assemblies.</p> <p>Demonstrates commitment to the Olympic movement through an understanding of its Fundamental Principles.</p>
<b>Sport Technical Knowledge</b>	<p>Demonstrates technical knowledge in their sport and knowledge of IF rules and procedures, to enable understanding of the sport specific administrative procedures and specific technical requirements of the athletes and other officials.</p> <p>In the case of small sections, demonstrates coaching knowledge, skill and experience to support athletes in their preparation for Olympic competition.</p>
<b>Computer Skills</b>	<p>Sound computer skills, including word processing and use of internet. Access to email compulsory.</p>

## **THE FUNDAMENTAL PRINCIPLES OF OLYMPISM**

Section Managers appointed to the Australian Olympic Team should embrace and promote the Fundamental Principles of Olympism and ensure that such principles are incorporated into the manner in which they perform their role.

The Fundamental Principles of Olympism are:

1. “Modern Olympism was conceived by Pierre de Coubertin, on whose initiative the International Athletic Congress of Paris was held in June 1894. The International Olympic Committee (IOC) constituted itself on 23<sup>rd</sup> of June 1894. In August 1994, the XII Congress, Centennial Olympic Congress, which was entitled “Congress of Unity”, was held in Paris.
2. Olympism is a philosophy of life, exalting and combining in a balanced whole, the qualities of body, will and mind. Blending sport with culture and education, Olympism seeks to create a way of life based on the joy found in effort, the educational value of good example and respects for universal fundamental ethical principles.
3. The goal of Olympism is to place everywhere sport at the service of harmonious development of man, with a view to encouraging the establishment of a peaceful society concerned with the preservation of human dignity. To this effect, the Olympic Movement engages, alone or in cooperation with other organisations and within the limits of its means, in actions to promote peace.
4. The Olympic Movement, led by the IOC stems from modern Olympism.
5. Under the supreme authority of the IOC, the Olympic Movement encompasses organization, athletes and other persons who agree to be guided by the Olympic Charter. The criterion for belonging to the Olympic Movement is recognition by the IOC. The organisation and management of sport must be controlled by the independent sport organisations recognised as such.
6. The goal of the Olympic Movement is to contribute to building a peaceful and better world by educating youth through sport practiced without discrimination of any kind and in the Olympic spirit, which requires mutual understanding with a spirit of friendship, solidarity and fair-play.
7. The activity of the Olympic Movement, symbolised by five interlaced rings, is permanent and universal. It covers the five continents. It reaches its peak with the bringing together of athletes of the world at the great sport festival, the Olympic Games.
8. The practice of sport is a human right. Every individual must have the possibility of practising sport in accordance with his or her needs.

9. The Olympic Charter is the codification of the Fundamental Principles, Rules and By-Laws adopted by the IOC. It governs the organisation and operation of the Olympic Movement and stipulates the conditions for the celebration of the Olympic Games.