

## **Team Leader Role Descriptor**

### **PURPOSE**

The role will operate within the Danish Athletics Performance Team, playing an important role in providing leadership for the coaching staff, liaising with the Local Organising Committee (LOC) and supporting coaches and athletes in achieving the performance objectives of Danish Athletics. Team Leaders with the right skillset and attributes will work closely with the Sportschef and Operational Manager in playing an important role ensuring creation of the optimal environment for the intended performance culture and outcomes.

### **KEY RESPONSIBILITIES**

#### **Prior to the Championships:**

- Work closely with the Sportschef to agree team staff, roles, responsibilities and expectations
- Be present at any trial for the event to work with the Team Coaches in observing athlete performances
- Understand the roles of the Team staff (coaches and medical staff)
- Form professional relationships with Team Coaches and Team Therapists
- Participate in the Selection Meeting as a voting member
- Lead pre and post event planning and debrief days
- Arrange and lead planning meetings for the coaches and medical staff
- Arrange and lead preparation meetings for the athletes, coaches and medical staff
- Provide coaches and athletes with information of performance philosophy, targets and expectations of behaviour towards a performance culture
- Access the Virtual Technical Information Centre
- Download the Team Manual and circulate to staff

#### **During Competition:**

- Ensure a safe environment is created for all team members
- Reinforce messages of performance philosophy, targets and expectations of behaviour towards the intended performance culture to athletes, coaches and medical staff
- Be the key liaison person with LOC including collecting accreditations, confirming final entries and signing documentation for payments, kit approvals etc.
- Stay up to date on the Virtual TIC
- Submit Final Confirmations in good time (through VTIC)
- Organise doping control for any athlete who sets a national record (through VTIC)
- Attend technical briefings and ensure information is provided to coaches and athletes in a timely and efficient manner
- Lead constructive and motivational team meetings with positivity and optimism
- Create staff duty sheets for every day of the competition and oversee delivery (coaches and medical staff)
- As needed, liaise with the Team Coaches for appeals and Therapists for medical issues and other team related concerns.
- Update the duty sheet each evening and ensure coaches are aware of their timelines.
- Maintain a relationship with team staff based on mutual respect and trust.
- Retain the principles of fair play, professionalism and good sportsmanship always.
- Work with the Operations Manager (or designated Team Manager) and other team staff on the general operational support of the team. This will include during travel to/from the championships, at the final party and during the championships.

## Relay

Where there is a relay event, the relay coach(s), in collaboration with the Team Leader, will be responsible for the preparation of the relay teams, including relevant relay practice sessions. The relay coach(s) will make the final decisions regarding the running order and any technical decisions. The relay coach will outline a relay practice schedule and will communicate this all to the relay team members and their personal coaches.

### **After Competition:**

- Prepare a debrief with the Operations Manager, Team Coaches and Medical staff.
- Communicate feedback to the Sportschef

### **ADDITIONAL RESPONSIBILITIES**

- Uphold the Danish Athletics values whilst in the role.
- Present a positive and professional image of Danish Athletics to team staff, event staff and volunteers.
- Support the work/contribution of Team Denmark, DIF and Danish Athletics sponsors and wear Danish Athletics team kit as appropriate.
- Maintain an unwavering commitment to Danish Athletics policies on health and safety, welfare and Clean Athletics (copies of all policies will be provided).

### **WORKING RELATIONSHIPS**

- Danish Athletics Performance Pathway staff
- Team Staff
- Danish Athletics Support Staff
- WA/EA/LOC

### **KNOWLEDGE, SKILLS & EXPERIENCE**

- Knowledge and experience of the developing athlete and the high performance/major championship environment.
- Excellent communication skills.
- As a minimum, previous experience as a team coach at International level.

### **REQUIREMENTS**

- Danish Athletics or equivalent qualified coach
- I Run Clean - Team Leaders certification, which can be accessed here: <https://europeanathletics.elearning.worldathletics.org/access/login>
- Complete required World Athletics Safeguarding course or equivalent. WA course can be accessed here: <https://europeanathletics.elearning.worldathletics.org/access/login>
- Comply to staff Code of Conduct on Danish Athletics website <https://dansk-atletik.dk/atleter/elite-og-talent/code-of-conduct/>

### **BENEFITS**

- For a Team Leader not employed by DAF, a stipend of DKK 1500 per day at competition is offered.
- Attendance at pre-competition selection meetings and team meetings is remunerated at DKK 130 per hour
- Return international travel from Denmark to the competition venue.
- Reimbursement of domestic travel expenses.
- Full board accommodation.
- Full Denmark kit allocation.

*NB. This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity you will be required to work and with consultation can be amended in the light of the changing needs of the team*