

NGB Team Leader – Role Description

The ROLE

The Commonwealth Games NGB Team Leaders play a vital role in the success of Team England at the Games. Nominated by the NGB, the Team Leader is an integral part of; the build-up to the Games in terms of coordination and management for the sport; during the Games as a crucial team member for daily motivation and performance management of their sport; and after the Games as a participant in the overall Team England performance evaluation.

The key elements of the Team Leader position follow.

Responsible: Joint responsibility to the NGB and Team England.

Accountable: Chef de Mission for all roles and responsibilities relating to Team England.

Job Purpose: To effectively lead a specific sports team in the pre-Games, event and post-Games periods, liaising at all stages with the Team England support team to maximise the performance output of the team.

ROLES AND RESPONSIBILITIES

The overall responsibilities of the Team Leader are:

- Represent your sport and liaise effectively with the NGB and Team England throughout the cycle
- Create the right environment in which athletes and staff can deliver their best performance
- Make performance decisions on behalf of the sport in relation to Team England
- Disseminate all relevant Games specific information to personnel within your NGB.
- Commit to attend all events on the Team Leader Journey
- Establish, manage and encourage the concept of 'one Team England' within your team.
- Be the key point of contact for Team England at the Games
- Lead on post Games feedback with Team England to improve the delivery for future Games

Pre Games Responsibilities:

- Manage and inspire an effective sports management team with clearly identified roles and responsibilities within your sport
- Present the NGB selection policy for Team England review
- Present the NGB accreditation preference to Team England and a rationale connected to each role
- Identify travel dates and articulate pre-Games preparation plans to Team England

- Support and engage with the Team England familiarisation and Games readiness programme
- Establish effective channels of communication with potential and selected athletes to ensure the best possible team is selected for the Games
- Ensure you, your staff and all athletes sign and abide by the Team Members' agreement, codes of conduct, practice, protocols, and operational plans put in place by Team England
- Build a rapport with the International Federation officials and LOC sport competition management team
- Liaise with Team England on key administrative areas of team selection and preparation including accreditation, sport entries, logistics, athlete movements and ensure anti-doping education, safeguarding training, media and medical requests are completed - ensuring all are returned in a timely manner
- Co-ordinate with Team England the ordering of formal, village and sport competition wear (in compliance with International Federation regulations) and be responsible for managing the kitting out process for your sport
- Communicate with the Chef de Mission and Team England media team regarding final team selection prior to announcing the team, and keep Team England fully informed of any changes and appeals.
- Be available to answer any sport specific queries during the Delegation Registration Meeting

Games Time Responsibilities:

- Attend any key meetings including Team Leader briefings and workshops
- Lead and manage your team at the Games as part of the wider Team England in line with the expectations outlined by the Chef de Mission
- Establish a close working relationship with the Chef de Mission and Games Leadership team ensuring that they are kept fully abreast of any issues which might affect team performance and/or morale.
- Ensure that everyone in your team is operating and delivering to produce the best possible performance from each athlete in your sport
- Work in close coordination with the Team England Communications team to be the spokesperson for your team at the Games
- Be responsible for the arrival and departure arrangements of your team as agreed with Team England, including the sign off accommodation prior to/post stay
- Provide Team England HQ with a daily schedule sheet, outlining the team programme for each day and ensure athletes are aware of their Whereabouts requirements
- Ensure that effective crisis management plans and communication channels for all potential scenarios have been established within your team, considering the interfaces with the Team England and external stakeholders
- Attend your Team Captains/Technical meeting and assume responsibility for confirming final entries, competition wear sign-off etc, prior to competition starting
- Be responsible for any on-field appeals and have a full understanding of the regulations and protocols involved
- Be responsible for ensuring appropriate conduct team members, ensuring that Team England behaviours and principles and the Team Members Agreement are abided by throughout the Games period. This includes post-competition whilst athletes and staff remain in the Commonwealth Games environment

Post Games Responsibilities:

- Continue to be the primary point of contact with Team England representing your team in the debrief process including obtaining feedback from all team members
- Provide a detailed post Games report to Team England in a timely manner

- Manage the attendance of your sport at Team England receptions / functions as requested

COMPETENCIES

To effectively undertake the role of Team Leader, individuals should be able to display the following competencies:

- An accomplished leader who will inspire and empower leadership in others.
- A strategic thinker with strong planning and organisational skills.
- Experience in major international events, with proven ability to successfully lead elite sporting performance at the highest level.
- A deep understanding of performance, coaching, sport science and medicine support, international sport regulations and talent pathways for their sport.
- Work as part of the sport's senior leadership team to provide strategic leadership maximizing the wider benefits of the Commonwealth Games.
- Outstanding relationship skills to build effective relationships within and across the sport, the high-performance system, international federations, and stakeholders.
- Excellent communication skills.
- Political acumen to influence boards, stakeholders, and partners.
- Ability to work well as part of a wider team.
- A good working knowledge of IT.