



Job Title: **JWOC Team Manager**

Duration of Appointment: **1 March 2017 – 30 September 2017**

Stipend: No specific stipend is available. As a minimum the SAOF will cover the costs of JWOC accreditation. The appointed team manager is expected to be self-funded.

Applications to be received prior to: **28 February 2017**

Responsibilities:

- Provide a preliminary budget to the parents of all selected athletes to enable them to make an informed decision regarding their acceptance of their selection.
- Ensure that all selected athletes, and their parents, who accept their selection and participation at JWOC, sign a letter acknowledging their financial commitment.
- Management of team finances. Final financial reconciliation, including all invoices to be provided to the VP Technical within one month of returning from JWOC.
- Prior to JWOC - organisation of the logistics and budget of the team to JWOC. This must be done in an inclusive manner with all the parents of participating athletes.
- To arrange for the supply of official uniforms (i.e. O-suits and tracksuits, if applicable) using only approved suppliers.
- To collate the documentation required for the SASCOC applications for national colours and permission to participate at JWOC. Relevant forms can be obtained from the SAOF Administrator.
- To assist with the procurement of necessary travel documents.
- To manage the accommodation, transport and official communications and other activities for the JWOC team
- Management of the JWOC team before, during and after the event.
- Liaise regularly with the JWOC coach, if appointed, or the National Coach, if a JWOC coach is not appointed.
- Liaise with the VP Technical about any matters that may need SAOF intervention.
- Within 3 weeks of returning from JWOC, to provide the SAOF Vice President Technical with a report on the management of the team at JWOC.
- It should be noted that the appointed manager has no involvement in the selection process.

Applications to be received in writing detailing the applicant's name, contact details, and any relevant qualifications or experience which may assist the applicant to fulfil the above responsibilities.



The role requires good communication skills and the ability to liaise constructively with the participating athlete's parents, the JWOC and/or National coach, the VP Technical and the SAOF's administrator.

Applications to be sent/ delivered to:

SAOF Administration (Val Brentano)
email: administration@orienteering.co.za
cell: 083 263 9308

For more information contact:
VP Technical (Sarah Pope),
email: technical@orienteering.co.za
cell: 084 640 7110