



**Under U18 Development Squad Programme Manager Role:
(Not Necessarily Traveling Manager)**

To provide support to CSNZ and the U18 Development Squad (DS) Head Coach, Support Coaches and Traveling Manager to ensure the objectives of the programme are met.

Responsibilities:

Duties to include but not limited to:

- Collaborate with the CSNZ committee, U18 DS coaches and Traveling Manager to arrange and organize the annual programme for the U18 DS.
- Support the U18 DS coaches and Traveling Manager to organize the training camps and the Australian Trip.
- Work with the Treasurer and Traveling Manager to set the budget for the programme.
- Communicate with the athletes as to costs of the activities in the programme and ensure athletes make payments as required.
- Ensure invoices for the expenses of the programme are presented to the Treasurer for payment.
- Consider any opportunities with the U18 DS coaches and CSNZ Committee to add value for athletes in the U18 DS.
- Ensure there is regular effective communication to key stakeholders such as athletes, parents and sponsors.
- Promote the programme and the athletes in the programme in a positive manner at all times.
- Ensure the U18 DS coaches involved in the U18 DS have adequate support, gear and technology to fulfil their roles.
- Provide an interim report to the CSNZ committee every other month (end of Jun, Aug, Oct, Dec) and a final comprehensive report at the end of February)

The desired attributes and requirements of the role include:

- Full and Clean driving license
- Experienced in managing sports teams and working with coaches (desirable)
- Ability to commit to the time demands of the role, without compensation. While any necessary manager's trip expenses will be covered, this is a voluntary, non-paid position.
- Sound financial management skills to provide complete and accurate reporting to athletes, sponsors and the CSNZ committee.
- Ability to build good relationships with athletes, coaches, event organizers and other key contacts.
- Well regarded ambassador for Canoe Slalom and NZ (desirable).

Term:

This appointment will be from 30 April 2018 until 31 March 2019, at which point it will be reviewed.

Please forward a letter of application to CSNZ at slalomnz@gmail.com outlining your relevant skills and experience for this important role.