



**TEAM
SCOTLAND**
COMMONWEALTH GAMES

TABLE TENNIS TEAM MANAGER

**BIRMINGHAM 2022
COMMONWEALTH
GAMES**

- ✓ **Do you have ambition for success?**
- ✓ **Can you be objective under pressure?**
- ✓ **Can you implement plans with discipline?**
- ✓ **Do you have a desire to help others succeed?**
- ✓ **Would you like to be part of a unique journey of self-development?**

If the answer is yes and the questions excite you, then read on. You might be a candidate for a Team Manager in Team Scotland at Birmingham 2022.

Team Management at a Commonwealth Games is a critical component of a successful team. During pre-Games preparations the Team Manager is the conduit between athlete, coach, sport specific support staff, the Scottish Governing Body and Commonwealth Games Scotland. They orchestrate the collective preparations ensuring 'we' are Games ready, giving confidence to all. Then, throughout Games time, they are the conduit between the sport and the wider Team Scotland team.

Great Team Managers are as diverse in background and experience, as the sports themselves and come from all over Scotland.

THE KIND OF PEOPLE WE ARE LOOKING FOR

- An attitude of high standards and tenacity, combined with humility and selflessness
- A desire to understand people and to know when to ask for support
- An understanding of the importance of process and working within a framework
- An ability to create plans and work with others to deliver them
- A skill for inspiring communication, to create a strong team culture
- An ability to create a collective energy around delivering goals
- A focus to work under pressure, making critical decisions calmly
- An ability to create trust by openly living by team values

✓ Attitude

- Sets high standards and holds self and others to account.
- Selflessly puts the athlete, then their performance at the heart of decision making.
- Places a high value on respectful and considerate relationships with all stakeholders.
- Possesses a 'can do', solution focused attitude.
- Tenacious and willing to go the extra mile.
- Strong desire for high performance within self, team members and team.
- Believes humility and consideration for others are the bedrock of effective teams.

✓ Knowledge

PEOPLE

- Knows and takes account of the performance expectations of athletes and team.
- Knows and supports the culture of the sport and CGS.
- Knows how to establish key contacts and takes action.
- Knows where to access support and takes action.
- Knows how to consider the needs of all athletes, in particular those under 16yrs.
- Knows how to, and establishes, effective communications to each individual across the team.
- Knows why and how to prepare the team for managing incidents.

PROCESS

- Knows the athlete selection and appeals process.
- Knows the event and competition protocol and operates within them.
- Knows the rules and appeals processes and operates within them.
- Knows how to cater for athlete and staff wellbeing i.e. first aid, mental health, medical procedures.
- Knows Games-Time procedures and protocols and works within them.
- Knows and supports the CGS operational approach to working with sports.
- Knows where and when to record meaningful information and does so.

✓ Skills and Behaviours

EFFECTIVE PLANNER

- Differentiates between stakeholder needs and prioritises accordingly.
- Effectively manages time.
- Creates operational protocols to manage multiple tasks.
- Knows how to create a high performing team.
- Clearly delegates roles and responsibilities.
- Works with and through others to create a detailed plan, including contingencies.
- Appreciates and communicates the need for adaptability within the plans.

INSPIRING COMMUNICATOR

- Listens with empathy and shows understanding of others needs and wants.
- Leads by example and stands by commitments to the team.
- Accepts responsibility for mistakes without getting defensive or blaming others.
- Builds deep personal relationships, understanding people's values and preferences.
- Promotes a culture where creativity is valued, and multiple solutions are tabled.
- Motivates individuals and team through setbacks.
- Leads with self-discipline and encourages this across the team.

FOCUSED DELIVERER

- Keeps purpose, plans, deadlines and expectations at the forefront of minds.
- Focuses everyone on the goal, their role and personal energy.
- Pre-empts points of stress by discussing positive responses and how others can help.
- Encourages communications around potential scenarios and 'hot-spots'.

- Identifies what information others need and shares appropriately.
- Makes decisions in a timely manner.
- Creates an environment of continuous improvement.

CALM UNDER PRESSURE

- Optimises athlete performance by absorbing pressure and coordinating others to deliver under pressure.
- Demonstrates high levels of self and other awareness around managing pressure.
- Does not take issues personally.
- Operates effectively in an environment where levels of authority are often unclear.
- Communicates with calmness and positivity, viewing obstructions as opportunities.
- Gives well prepared and timely developmental feedback or difficult debriefs.
- Maintains standards in real time and acts decisively in difficult situations.

BUILDER OF TRUST

- Develops and communicates team purpose, attitudes, principles and values.
- Frequently offers praise and recognition.
- Effectively informs the team of reasons behind significant decisions.
- Reflects regularly with the team on levels of connectivity and effectiveness.
- Manages conflict both within the team and from external sources.
- Encourages people to speak honestly about their work and their reflections, whilst maintaining confidentiality.
- Keeps an open mind, observing, listening and thinking critically whilst reflecting honestly.



If you are attracted to the role of a Team Manager for the Commonwealth Games in 2022, please get in touch!

We are seeking a cadre of up to 21 Team Managers, who will be capable of supporting each other for collective success at the Games.

We are also looking to select a number of Understudy Managers, who will begin their journey as potential Team Managers for 2026 and be available to step in should any Team Manager become unexpectedly unavailable for 2022. Understudy Managers may be offered a role at the Commonwealth Games 2022 in support of Team Scotland.

All selected Team Managers and Understudy Managers will take part in a full tailored and personalised training and development programme, to prepare them for success between September 2020 and the Games. This will develop your management and leadership skills, whilst also acquainting you with the processes and procedures that are key to a successful Games.

Team Managers do not need to have been athletes or coaches to be candidates for this role. Our successful Team Managers are characterised by a diversity of backgrounds in different sectors and with different functional skills in their careers. Attitude and mindset are far more important for success, than having had a career in sport. A belief in sport and a desire to play a key role in a unique global event will be important to you.

If you are considering the role, please contact the governing body of your preferred sport or myself to find out more. Application forms can be found here on the Team Scotland website. Applications must be completed by midday on 31st July 2020.

Please specify which sports you are interested in managing.

I am looking forward to hearing from you – be part of something amazing!

Elinor Middlemiss

Head of Games Operations, Commonwealth Games Scotland

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Time Commitments

- This is a voluntary role
- Applicants will take part in a selection process that concludes September 2020
- The equivalent of 5-6 full days training between September 2020 and January 2022
- A 5-day site visit to Birmingham in June 2021
- Pre-Games Training Camps in July 2022, lasting several days (will vary by sport)
- Up to 10 days in Birmingham as athletes arrive pre-Games in July 2022
- 13 days in Birmingham for the Games themselves in July/August 2022
- Approximately 2 hours per week for administration work from September 2020 onwards
- There will be an expectation of time to understand the sport and build relationships with athletes and coaches



The sports for which we are seeking Team Managers

Athletics including para
Aquatics including para
Badminton
Basketball 3x3 including para
Beach Volleyball
Boxing
Women's 20/20 Cricket
Cycling
Gymnastics
Hockey Men
Hockey Women
Judo
Lawn Bowls including para
Netball
Rugby 7s Men
Rugby 7s Women
Squash
Table Tennis including para
Triathlon including para
Weightlifting including Powerlifting
Wrestling