



UNIVERSITY & TERTIARY SPORT  
NEW ZEALAND

## WORLD UNIVERSITY GAMES 2019 *Napoli, Italy – 3 – 14 July*

### Team Operations Manager - Position Description

<b>Position:</b>	WUG Team Operations Manager - New Zealand delegation
<b>Event:</b>	30 <sup>th</sup> World University Summer Games, also known as the 'Summer Universiade'
<b>Event Dates:</b>	3 – 14 July 2019
<b>Responsible to:</b>	WUG Chef de Mission (CdM) and UTSNZ Executive Director
<b>Working with:</b>	Sport Managers, CdM, NZ WUG Medical Team
<b>Applications:</b>	By 5pm, Friday 8 <sup>th</sup> Feb 2019

#### BACKGROUND

The World University Summer Games (WUGs), also known as the Summer Universiade, are held every two years under the auspices of FISU, the International University Sports Federation. The Summer Universiade is staged every two years and is second only to the Olympic Games in size with more than 8,000 student-athletes and officials from over 170 countries taking part.

WUGs are an established part of high-performance programmes for elite New Zealand competitors across a range of sports, many of them Prime Minister's Scholars.

#### WORLD UNIVERSITY SUMMER GAMES 2019

In 2019, the 30<sup>th</sup> World University Summer Games will be held in Napoli, Italy from the 3<sup>rd</sup> – 14<sup>th</sup> of July.

The sports of the 2019 WUG include 15 compulsory sport disciplines and 3 optional sports chosen by the host country.

*Compulsory sports* - Archery, Artistic Gymnastics, Athletics, Basketball, Diving, Fencing, Football, Judo, Rhythmic Gymnastics, Swimming, Table Tennis, Taekwondo, Tennis, Volleyball and Water Polo.

*Optional sports* - Rugby Sevens, Sailing and Shooting Sport.

#### NEW ZEALAND DELEGATION 2019

University and Tertiary Sport New Zealand (UTSNZ) is the sole sanctioning body responsible for identifying, selecting and organising NZ teams and individuals to attend the 2019 WUGs.

UTSNZ works with relevant National Sporting Organisations, Sport NZ, HPSNZ and the NZ Olympic Committee to achieve its WUG targets.

It is expected (although not finalised nor a target) that the NZ delegation for the 2019 Games will consist of approximately 80 competitors and officials in 10-11 of the 18 sports on offer.

NSOs are responsible for the setting of team and individual sports' selection criteria, and all competitor selections. These are then ratified by UTSNZ.

Sports specific team managers and coaches will be recommended by NSOs although final endorsement of all officials is made by UTSNZ.

## **1) Purpose of the Role**

Provision of support to the New Zealand World University Games Team, Napoli (3-14 July).

The key purpose of the role will be to support the WUG Chef de Mission (CdM) and carry out daily administrative functions and 'front of house'/reception duties as required in order to ensure Sport Managers are able to operate as efficiently as possible.

## **2) Key Tasks**

### **Pre-Games**

- Work with the CdM to ensure that systems are in place to effectively administer all operations during the period of the Games
- Work with the CdM to ensure that all aspects of the team's accommodation requirements (rooming lists / key distribution etc) are efficiently handled
- Work in conjunction CdM to ensure that all equipment is ordered (and registered) in advance of the Games (includes equipment for Medical, Media and HQ Staff)
- Work with CdM to the identification and preparation of all freight arrangements for CdM, medical and admin personnel
- Prepare material for and attend the Sport Managers briefing and Parent's/Team evening
- Team handbook preparation and distribution
- Participate in Performance Support Team planning meetings (likely every 2-3 weeks pre-games) either in person or via conference call if non-Auckland based.

### **On Site**

- Lead, prepare for and plan induction briefings to be carried out daily for team arrivals
- Participate in meet and greet procedures
- Assist in accreditation of all delegation members
- Assist in set up of headquarters including furnishings, telephone, notice boards and information systems
- In conjunction with CdM, prepare instructions for the team's participation in Opening, Closing and Flag Raising Ceremonies
- Assist in the preparations of the team welcome and final dinner
- Work with Sport Managers regarding team transportation requirements for
  - Training
  - Competition
  - Arrival into LOC
  - Departure from LOC

- Brief Sport Managers on the Organising Committee transportation systems and advise them of their responsibility for their own team travel
- Coordinate driver assignments daily
- Deal with requests for emergency transportation
- Ensure that Sport Managers are directed to the Organising Committee technical desks for their respective sport and they are fully briefed on procedures for obtaining practice and competition schedules, rules and results and entry forms
- Co-ordinate requests for visitor passes into Athletes' Village and co-ordinate tour of village for VIP's
- Liaise with NZ representatives on FISU Committees
- Collect all official results, technical bulletins (daily) as each competition is completed and recording results of all NZ athletes
- Maintain notice and results board
- Ensure that all aspects of the team's accommodation requirements are efficiently handled
- Handle receipt & distribution of mail
- In conjunction with Sport Managers
  - Handle all daily orders for boxed lunches
  - Management and coordination of Team Attaches
  - Distribute modified clothing packages
  - Arrange alterations or exchange process to clothing as required
- Any other duty assigned to him/her by the CdM

### **Post Games**

- Contribute to team debrief with a full written report

### **3) Key Skills, Experience and Attributes**

The successful candidate is likely to have:

- Demonstrated an ability to communicate (written and verbal) and liaise effectively to build rapport with key professionals and athletes associated with an event of national or international stature;
- Demonstrated experience in managing sporting teams nationally and / or internationally; preferably teams with high performance athletes;
- Demonstrated knowledge, understanding and experience with national sports team management;
- Demonstrated experience of having worked in a managerial capacity at a global multi-sports event;
- Demonstrated understanding and experience with university sport at both a national and international level;
- Experience in travelling with sporting teams (preferably international travel);
- Proven leadership and administrative skills;
- Sound management and interpersonal / communication skills;
- A commitment to assist in the development of a performance focused team environment;
- An ability to work as a team player;
- Flexible and conscientious approach to work;
- A passion for sport.

#### **4) Remuneration**

- Where a Team Operations role isn't reimbursed directly from a sport or similar organisation there will be a service fee paid by UTSNZ of \$200 per night away for the duration of your time overseas with the Team at Games Time.
- Outside of Games Time your time will be offered on a voluntary basis; this may include attendance at a Support Staff forum and allocated pre and post Games duties/tasks.
- All expenses incurred by Team Operations staff in attending WUGs such as related air travel, outfitting, accommodation and food will be met during the Games. Any costs associated with pre and post Games planning meetings / briefings will also be met.

#### **5) Tenure of Post**

##### **Dates**

- The tenure of this post is from appointment through to one month post the end of the Games, (to allow for completion of post Games reporting).
- Team Operations roles will be required to be in Napoli for the duration of the event (approx. 14 days).
- The applicant would need to be available to fly out to Napoli on approx. 27<sup>th</sup> June and return approximately 17 July, dependent on the athlete's departures, as the applicant may need to be last person out of the village in order to collect accommodation the bond and co-ordinate room inspection / exit with the team managers.

##### **Hours**

- Based on FT 8am – 8pm but understanding these will vary accordingly day by day. Breaks will be planned. Days will be long and there may be issues that arise out of these 'working' hours that you will need to be prepared to deal with at any time of the day or night.

#### **6) Other Details**

- Successful candidates will be appointed through to the completion of the WUG 2019 programme; i.e. until the completion of the post-WUG de-brief and reporting process; approximately mid August 2019.
- Appointments will be required to input into the written report to the UTSNZ Executive Director within 60 days of the completion of WUGs 2019.

#### **7) Application Process**

- To ensure we have in place the best team for 2019, UTSNZ will be performing a detailed evaluation of each applicants' skills and experience, as well how individuals have managed working in a pressurised team environment. This may include contacting referees provided in the application (please provide both sport management & character referees) as well as gathering information from other sources within the sector. By applying, applicants agree to allow us to carry out this process.
- Nominations for Team Operations Manager roles will be called for via UTSNZ, HPSNZ, Sport NZ, , and tertiary channels.
- Nomination forms and other relevant information must be submitted to UTSNZ no later than *5pm, Friday 8<sup>th</sup> Feb.*
- Short listed applicants will be interviewed late Feb/early March (where required). Note, appointments may also be considered through a secondment process. Interviews may or may not therefore be required dependent on the calibre of applications and the process applied.

- Nominations should be submitted with a *detailed covering letter* and *relevant sporting CV*.
- If you have any queries relating to the position or regarding the World University Games please contact Sarah Anderson, UTSNZ Executive Director on 027 359 8807.
- Please send applications by email to [sarah.anderson@utsnz.co.nz](mailto:sarah.anderson@utsnz.co.nz)

<b>Appointment Timeline</b>	
Applications Open	Mon 14 <sup>th</sup> Jan
Applications Close	Fri 8 <sup>th</sup> Feb
Interviews (if required)	TBC
Appointment	TBC

Note, final interviews and appointment date will be dependent upon the Chef de Mission role noting this position will be integral in the selection and appointment process.