



Duties of a National Team Manager

Before the Event

1. Review final leaderboard and select team in accordance with published selection process and ICTSA Rules
2. Issue invitation to first draft team as selected, together with team acceptance forms
3. Collect acceptance forms together with copies foreign jurisdictions' firearm permits
4. If first draft team members decline place, then place is offered to next person on the leaderboard, provided the next person has met all selection criteria.
5. Ensure team have suitable travel bookings to the event, and have sufficient contingency time to allow for delays or cancellations by carrier
6. Ensure entire team are aware of and have complied with regulations for firearm carriage with proposed carrier
7. Order team attire via ICTSA treasurer or delegate
8. Order blazer badges and ties (scarves for ladies) for new team members via Executive
9. Ensure team have suitable accommodation booked
10. Distribute team dress code requirements to team, including both competition dress code and formal dress code.
11. Ensure that team are briefed on their requirements in respect of conduct while representing Ireland at the event as defined in ICTSA Rules.
12. Announce team via ICTSA Executive on ICTSA.ie website and social media
13. Ensure team has been entered, all entry forms completed and submitted to organising body, and all entry fees paid

At the Event

1. Manager to attend manager briefings of event, and any other similar requirements.
2. Co-ordinate travel for team to event and event functions, ensuring team are at competition events in good time for squad times
3. Ensure team are dressed at all times in compliance with team dress code
4. Always ensure behaviour of the team in accordance with ICTSA rules.
5. Attend opening ceremony with team, and select flag bearer from the team members.
6. Update executive with any outstanding performances during the event so that Executive may update wider membership via social media and ictsa.ie

7. Organise team photographs, which must include formal team photograph in team uniform, in high resolution digital format. Digital format photographs to be emailed to treasurer@ictsa.ie for website

After the Event

1. Submit formal event report to ICTSA Executive via discipline Task Group
2. Receive payment of team manager expenses allowance in line with current manager expenses policy.