

Assignments and responsibilities of the Team Managers accompanying the Indian team for International Competitions.

- Transfer of money to the Organizers for Boarding & Lodging, entry fees and doping fees.
- Checking of all travel documents like air tickets, passports, visa, insurance.
- Ensure that the team will travel in unity in proper kitting provided to them.
- Helping out the team in immigration check-ups at International airports.
- Carrying of Cash forex currency for Boarding & Lodging, entry fees and doping fees.
- Coordinate with the Team coaches and take possession of Hi-tech cameras, tripod stand, memory card for clicking photographs, videos during travel, training and competition.
- Maintain a high standard of integrity and behaviour from the team during their travel and competition.
- Adhere to and implement organisational and team codes of conduct.
- report any breaches of organisational and team codes of conduct during camps/training/competition to the President, Indian Weightlifting Federation within the established timelines for such breaches.
- Coordination of team training program with the Organizers and transport schedule for the team's travel during training and competition.
- Collection of Accreditation cards from the Organizers.
- Collection of relevant bills in original, duly stamped and signed to be submitted to the Federation office.
- Sending of Start Book to the Federation office before the start of event.
- Sharing of youtube / facebook link of live streaming of the competition for wider publicity in India.
- travel with teams to events and camps where required.
- maintain a consistent and high level of communication with event organisers and key officials including management of official team protests in competition

- provide accurate and timely post event reports on daily basis for media / press release by the Federation along with action / medal podium photographs of the athletes.
- lead the wider management team in ensuring that the team has the ideal environment for athletic performance.
- to build and implement a logistical plan.
- To submit all original bills within 7 days of arrival in India along with a consolidated report as per format attached.

REPORT FORMAT

HEADING – NAME OF THE CHAMPIONSHIPS PLACE DATES

Team Composition

Itinerary of the Team (Domestic & International)

Accommodation (Hotel Name, Address, room type)

Venue of the Competition (Name, Address)

Training Area details

Distance from Hotel to Training Area

Distance from Hotel to Venue of the competition

Verification of final entries – Publishing of Start book

Total number of countries participating

Total number of Men athletes

Total number of Women athletes

Time Table of the Competition

Time table of competition of Indian athletes

Results of the Indian athletes

S.No.	Name	DOB	Gender	Wt. Cat.	Snatch	C&J	Total	Place / Medal

Team Trophies / places

Men section

Women section

Signature of the Manager

Name of the Manager

Date:-

Place:-