

SPORT TEAM MANAGERS

HANDBOOK

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 IGAJ Hon. Secretary

**CONTENTS**

1. Welcome to the Island Games
	* Steve Jacobs , Chairman, Island Games Association of Jersey
	* Jeff Reed , General Team Manager
2. Introduction
3. About the Island Games and Organisation Chart
4. Appointment of Sport Team Managers
5. Formation of the Managers Group
6. The General Team Manager – Role and Responsibilities
7. The Deputy General Team Manager
8. Sport Team Managers – Role and Responsibilities
9. The Management Team
10. The Medical Team ( Social Security Numbers )
11. Fund Raising
12. The Team Event
13. Entries /Competitor Qualifications
14. Sponsors and Contractual Obligations
15. Games Week
	* 1. Tracksuits/ Uniform
		2. Travel
		3. The Opening Ceremony
		4. Medal Ceremonies
		5. Code of Conduct
		6. Disciplinary Procedures
		7. Technical Committees
		8. The Closing Ceremony
		9. Party
		10. Return Travel to Jersey.
16. After the Games
17. Vin d’Honneur
18. Tony Richomme and Bill Custard Awards

Appendices

* + 1. Members of the International Island Games Committee
		2. IGAJ Members of the Jersey Executive with contact information
		3. Locations for Island Games 1985 to 2011
		4. Member Islands 2008
		5. Schedule of Manager’s meetings
		6. Key dates
		7. Checklist of forms to be completed and returned to the Secretary
1. **Introduction**

**Welcome to the Sport Team Managers Handbook**

The purpose of this handbook is to ensure that the Sport Team Managers have the information that they require in order to fulfil the role that they have undertaken on behalf of their sport. You may have attended a games as a competitor or as a coach or other official or in fact as team manager and may therefore be familiar with much of the content.

For some of you this will be the first time that you have been part of the Jersey Island Games Team and it is hoped that this booklet will be of help to you.

It is the first time that a document of this type has been attempted and whist every effort will be made to ensure that key aspects are covered it may be that something is left out or is unclear. If you are unclear about any aspect of the Games please ask. The General Team Manager, Deputy General Team Manager and Island Games Association of Jersey (IGAJ) Executive are at your service.

Included at the end of this booklet is a list of useful e-mail addresses and telephone contact numbers.

Whilst the Island Games movement is about competing in sport in a friendly and sportsman like fashion and having fun at the same time. Jersey sends one of the largest teams to a Games and the logistics of this are complex. Management must take place and whilst not wishing to be over prescriptive it is asked that you give your total co-operation if asked to supply information, respond to e-mails and with regard to meeting the deadlines.

Much of the information requested is required either by the International Island Games Association (IIGA) or the Host Island Organising Committee, a large part of which is laid down in the IIGA Constitution. It is an obligation of the IGAJ to ensure that all requests are responded to and that all deadlines are met. It makes their job easier and it is only courteous to our hosts to be as helpful as possible.

Aland 09 will be my 7th Games as Secretary and I am always available to provide any additional information you may need. Do not hesitate to contact me if you need help of any kind. During a Games it has been my privilege to run the team office. It will be interesting to see how this is to be managed in Aland where there is no provision for a central point of contact either for administration or for the medical team, each Games brings it challenges!

Gill Phillips

Honorary Secretary

**ISLAND GAMES ORGANISATION CHART**

**International**

**Island Games**

**Association**

**(IIGA)**

**Executive Committee**

**Member Islands**

**25 in total**

**Games Year**

**Managers Group**

**IGAJ**

**Council**

**IGAJ**

**Executive Committee**

**Appointed by**

**See Appendix 4**

**Member Islands**

**JERSEY**

Notes:-

* IIGA Executive and Members meet at AGM to conduct elections and other business. Each Island sends 2 delegates
* The IGAJ Council meet approx 6 times a year and AGM is held bi-annually for elections and constitutional amendments
* The IGAJ Council is made up of the Executive and a member delegate from each sport
* IIGA and IGAJ Executives conduct the routine day to day business
* In the September prior to a Games Year the Managers Group is formed. The Group is made up of the General Team Manager, the Deputy General Team Manager and the Team Managers appointed by each sport taking part in the Games.

The IGAJ Hon Secretary becomes Secretary to this Group

1. **Appointment of Sports Team Managers**

It is the responsibility of the member sport to appoint an appropriate person to lead that sport at an Island Games. The IGAJ Executive plays no part in this selection. However, it should be noted that the person appointed should have had some experience in leading a team, have good organisational and communication skills and be able to liaise with both the team members and the IGAJ Management team. A great deal of responsibility is placed on the sport team manager and as the Games draw near time is needed to fulfil the required duties.

**The appointee must have access to e-mail as the vast majority of communication uses this method.**

The General Team Manager who will have been appointed previously will request that names of managers are submitted to the secretary, in the September in the year prior to a Games year. The Managers group meetings will start about mid September. It is important that Managers attend these meeting as the business pertaining to these specific games is transferred from Council to this group and it is the main forum for the exchange of information. The Council which is the Governing body of IGAJ is of course kept informed of all progress and continues to conduct all other business.

Some sports elect to have different managers for their ladies and men’s teams, this is of course perfectly acceptable and both names should be submitted to the Secretary who will include them separately in all communication.

1. **Formation of the Managers Group**

The Sport Managers group is made up of , The General Team Manager, the Deputy General Team Manager and individual sports team managers. The IGAJ Secretary acts as Secretary to the group. Members of the IGAJ Executive may attend meetings if required and members of the medical team may also attend in an advisory capacity.

The GTM may also invite other speakers if appropriate.

Meetings will commence in mid September and will take place approximately monthly. . During Games week the GTM may call meetings to pass on information and every effort should be made by the sport manager to attend . There will also be a meeting about a month after returning to Jersey to reflect on the good and bad aspects of the Games and make recommendations for the future.

**6) The General Team Manager Role and Responsibilities**

The General Team Manager is elected by the Council of the IGAJ to lead the Jersey Games at a specific Games, his term of office is for one game, from the time of election until the accounts for that games are finalised. He/She takes full responsibility for the games he/she is elected and is the lead decision maker. He/She will of course have the backing of and work closely with the IGAJ Executive and may turn to them or others specialists for advice and practical help as required.

The GTM may seek re election for subsequent games.

Prior to the Shetland Games the managers group devised the following list of what they saw as the main functions of the General Team Manager.

* Oversee organisation for the Games
* Meditate for each sport
* Collate information from IIGA and Organisers and disseminate to teams
* Delegate responsibilities
* Spread himself amongst the teams evenly
* Liaise with the Executive on Travel and Accommodation
* Answer queries accurately and quickly
* Resolve issues/problems
* Attend meetings
* Be there when wanted
* Manage and support the managers
* Jersey Team representative at IIGA meetings
* Ensure that the team arrive in good shape
* Ensure that accommodation, food and kit is OK
* Organise local transport
* Addressing team issues with the Games Organisers
* Team figurehead
* Media Liaison
* Trouble shooting
* Supporting all the sports

**7) The Deputy General Team Manager**

The Deputy is chosen by the GTM and the selected candidate is then ratified by Council as being acceptable to them.

It is the main role of the DTGM to support the GTM in all of his duties and to diligently carry out responsibilities that are delegated.. Latterly the DGTM has visited the Host Island in the Spring prior to the Games to view accommodation and set up a dialogue with the owners/ managers. This has proved to be a successful formula.

**8) Sport Team Managers – Role and Responsibilities**

The Sport Team Managers are appointed by their sport to lead that team and to perform all administrative functions needed to cover travel, accommodation and event entry. It is extremely important that the individual team manager responds quickly to requests for information or documentation. Much of what is asked for is required by the Constitution of the IIGA and requested by the Host Island. It is only courteous that Jersey responds as efficiently to requests and meets all deadlines set.

***Before the Games***

* Prior to the Games the General Team Manager will organise a series of meetings for the purpose of passing on information received from the Host Island Organising Committee and to pass information back to them. In addition group decisions pertaining to the Jersey Team will be taken . Managers must attend these meetings or arrange for a reliable substitute
* From time to time the GTM will be required by the Host Island to supply information . Managers must co- operate in gathering the information and ensure that it is supplied to the GTM ( or the Team Secretary if designated ) within the required time frame.
* Entry forms , medical forms and other paperwork will need to be completed . It is the team manager’s responsibility to ensure that any paperwork is returned on time and in good order.
* The team manager is responsible for ensuring that all payments are made to the IGAJ Treasurer by the dates requested.
* Team Mangers should ensure that the team member understands his/her role and responsibilities as a Jersey Team member.
* All Team Managers must attend WADA training prior to the commencement of the Games
* If your team will or may be taking juniors (under 18) to the games you must attend a recognised Child Protection training course

***During the Games***

* The prime responsibility of a team manager is the care and wellbeing of the team members.
* Managers meetings will be called during the Games manager must attend or send a reliable substitute.
* The manager must ensure that competitors arrive in good time for their events and are duly prepared to take part and perform well.
* Managers should set a good example by showing restraint in the consumption of alcohol and late nights prior to events.
* Any incident of bad behaviour **must** be reported to the GTM even if the manager has dealt with the issue. It is unfair to the GTM if there is any comeback on an incident of which they have no knowledge. Any incident may be reported to the IGAJ Executive at the discretion of the GTM

***After the Games***

* Team members are usually invited by ESC to attend a Vin d’Honnour. The Manager should ensure that as many of his team as possible attend.
* The Manager is required to write a report and submit it to the Island Secretary
* Managers will be asked to attend a feedback meeting to analyse the Games and make recommendations.

As with the GTM the Shetland managers devised a list of attributes needed to fill the role of Sport Team Manager

* Team selection ( if appropriate)
* Attending meetings – prior to and during the Games
* Ensure that all correspondence is returned correctly
* Support the team
* Attend technical meetings
* Relay information to the team members and GTM
* Ensure that documentation is correct
* Ensure the good behaviour / conduct of the team
* General support for all of the Jersey Team
* Medical liaison
* Good leadership skills
* Good communication skills
* Good listening skills
* A calm approach
* Be able to think on feet
* Responsible for ensuring that all the team know the timings and transport arrangements for their disciplines
* Liaison between senior management, organisers and the team
* A problem solver
* Ensuring health and safety for the team
* Awareness of local regulations
* Awareness of health and nutritional issues
* Financial management
* Make the games as easy as possible for the team

**9) The Management Team**

Supporting the GTM in his management role will be members of the IGAJ Executive.

**The Chairman** attends as leader of the IGAJ and will spend time attending formal functions on behalf of Jersey, liaising with the IIGA and the Organising Committee. Meeting and sharing views and ideas with counterparts from other island, learning about arrangements for the next Games but most importantly support the Jersey athletes in their events. He will also play host to Jersey VIP’s.

**The Secretary** is there to deal with administrative issues and normally runs the team office, offering a full office service to the team. The Secretary attends the AGM with the Chairman and any other function as required.

**The Treasurer –** will be in place to deal with all financial issues.

**Vice Chairman and Executive Members –** attend if possible offering support at the sports venues, additional help in the team office and attendance at formal functions.

**Other specialists** e.g. the Communications advisor and Web Site Manager may attend and be co-opted as part of the Management Team

**10 ) The Medical Team**

At about the same time as the Sport Managers are appointed the Council of the IGAJ will identify and invite a suitably qualified medical professional to select the composition of and subsequently invite suitable candidates to form the medical team. Composition of this team will vary according to the specific conditions prevailing in the Host Island and medical issues arising from these.

The Sport Team Manager, as part of the administration process will be required to ask members of his team to fill in a medical form and return in sealed envelopes to the Secretary. To maintain confidentiality these are passed on unopened to the team doctor.

However, if a team member has any medical concerns they are advised to make contact with the medical team prior to leaving for the Games. Managers will be advised in good time how and when they can make contact.

Sport Team Managers will be asked to collect and retain the Jersey Social Security numbers for their team members. The list should NOT be passed in its entirety to the medical team but individual numbers should be available should a team member receive prescription drugs as part of any treatment.

Managers should identify (where possible) beforehand when they will need medical support either prior to, at events or in the aftermath. If requests are passed to the medical team in advance it will help them in their planning process and give maximum coverage and support to the athletes.

The composition of the medical team will be communicated to Managers once agreed and members may attend a manager’s meeting to discuss medical issues prior to the Games. The medical officer will work with team managers and nominated WADA officials to ensure that all Jersey Team Managers and competitors will be fully aware of WADA regulations.

**11) Fund Raising**

It has become clear that attendance at an Island Games is expensive. The IGAJ receives a small grant from ESC and promotes fund raising events to help sports to raise funds which will enable them to reduce the cost to the individual competitor. The level of involvement in these events is up to the individual sport , but co-operation not only ensures funds for the sport but helps with the success of the event which aids the team as a whole.

The IGAJ Executive works hard in order to secure sponsorship for the team as a whole. This usually takes the form of covering the cost of the team tracksuit and ancillary items

such as a kit bag , polo shirt .

Team managers will be informed as to the nature of Fund Raising activities by the GTM at the Manager’s meetings.

**12 ) The Team Event.**

About a fortnight before the Jersey Team is due to leave for a games the IGAJ will organise a social event for all team members. This has two main purposes. Firstly it is the first opportunity for all the sports teams to meet together and become the ‘The Jersey Team’ . Secondly it acts as a public relations exercise enabling the media to highlight the team.

Island politicians , sponsors and IGAJ patrons are invited to this event and is deemed to be very high profile . **All team members are expected to attend.** Although there are one or two items of ‘business ‘it is essentially one intended to be fun for the team.

Team members are required to wear the team uniform (see 15.i ) for this event and act as ambassadors for their sport and the IGAJ.

**13) Entries / Competitor Qualifications**

**Competitor Qualifications**

Before submitting registration/entry forms to the Secretary for entry on the games database the Sport Team Manager should ensure that the entrant meets the qualification criteria.

The IGAJ Constitution states :-

***Section 17 COMPETITOR QUALIFICATIONS***

*Unless disqualified under the rules of the IIGA, individual members of affiliated Bodies not in arrears, or otherwise disqualified, may represent the IGAJ as competitors at an Island Games where they have been:-*

*a) Selected and nominated by an affiliated Body within the specified time; and*

*b) i) Were born in Jersey; or*

 *ii) Have been permanently resident in Jersey for a period of not less than 12 months immediately prior to the start of the Island Games; or*

 *iii) Are normally resident in Jersey, but are following a programme of study or are involved in military service out of the island.*

**Entries**

One of the most important duties of the Sport Team Manager is to ensure that the team is entered correctly for the events in which they wish to take part.

The IGAJ Constitution states :-

**Section 16.1 REGISTRATIONS *OF TEAM ENTRIES ON THE GAMES DATABASE***

1. *It is the responsibility of the Honorary Secretary to ensure that all Sport Event entries are entered on the Games Database. It is the responsibility of the individual sport to supply all the information required by the Secretary to complete this task no less than* ***two*** *weeks prior to the closing date for entries. The Secretary will liaise only with the relevant Sport Team Manager****.***
2. *The Secretary will liaise with the Treasurer to ensure that all monies due to the Island Games Association of Jersey by a sport as set out in accordance with the Games budget, (see article 16) have been received. The Secretary will also liaise with the GTM to ensure that all sports comply with the travel and accommodation arrangements as approved by Council ( see article 15d)*
3. *The GTM has the authority to approve, in exceptional circumstances only, deviation from the team arrangements. Application for deviation should be made in writing to the GTM.*
4. *Failure by a sport to make all necessary payments on time or to obtain necessary travel and accommodation permission will result in non registration of entries on the Games Database.*

Information required to complete this process comes in two parts , that which is required by the Host Island and that which is required by the IGAJ.

The mechanics of the registration process is as follows:-

* The Host Island will produce an entry form which covers personal information on the competitor, a list of events for the relevant sport and declarations to be signed. A passport type photograph, in jpeg format is also required.
* IGAJ will produce forms covering medical information, ( these should be returned on sealed envelopes to ensure confidentiality ) ; permission forms for minors , insurance and child protection declarations.
* These forms will be made available as early as possible in the year of the games and the date set for their completion, however , **it would facilitate the work of the Secretary if they could be returned as soon as possible any time prior to that date.**
* The manager should ensure that **all the required information is given** . In some cases the information will not upload unless the box is completed and it is very time consuming to keep having to re enter the database and make amendments
* The Secretary will make the entries on the games database and return ‘pdf forms’ to the team manager for checking. It is important that these are checked very carefully and the Secretary informed immediately of any errors. A form is provided for this purpose.
* When any alterations have been made the Secretary will forward the amended pdf form to the Manager.
* Managers should retain copies of the final accurate ‘pdf form ‘for their records.
* In addition to competitors it is necessary to enter managers and coaches on the database and forms should be completed for them.
* Managers will be required to ensure and declare that all support staff on his / her team are police checked and have received child protection training.
* All forms must be completed legibly.
* No entries will be made until the constitutional requirements have been met.
* It is vital to meet the deadlines set by the Host Island. Access to the database is suspended after the due dates have been passed.
* See appendix vii for Checklist

**14 ) Sponsors and Contractual Obligations.**

The IGAJ Executive works very hard to secure as much sponsorship as they can for the team. Funds generated from the main sponsor are used to purchase the team tracksuit and where possible other items of team wear. Subsidiary sponsors may be found and may generate funds to purchase such items as a team kit bag In each case when a sponsorship contract is signed by the two parties it indicates the level of publicity a sponsor may expect .

It is therefore an obligation for the team managers to ensure that the team tracksuit and other items of team kit are worn as agreed, and as much as possible at all other times, or as requested by the GTM/ IGAJ Council.

Team members will be expected to wear the tracksuit on the following occasions.:-

* At the Team Event
* For the team photograph
* Travel to the Host Island
* For the Opening Ceremony
* For all medal ceremonies.
* For the Closing Ceremony
* For media interviews
* For return travel to Jersey.( If a competitor has swopped tracksuit at the closing party the swopped tracksuit must be worn.)
* Any other occasion which would generate favourable publicity for sponsors?

**NOTES**

* The IGAJ will endeavour to provide a team polo shirt to wear under the tracksuit, this should be worn. However, if funds are not available to provide uniform polo shirt team members are requested to wear predominately white tee or polo shirt under the tracksuit.
* Predominately white trainers should be worn with the tracksuit.
* There is a contractual requirement to meet the expectations of the sponsors

**15 ) GAMES WEEK**

1. **Tracksuits and Uniform**

It should be noted that Nat West is the main sponsor of the Island Games Association and the Games should be referred to as the Nat West Island Games . This will be embroidered on the tracksuit jacket and should not be obscured at any time.

At the appropriate time Sport Team Managers will be asked by the GTM to place an order with him for the team tracksuits. It is usually possible to get a range of sample sizes prior to the order being placed so that team members can try on and identify the correct size for them. It is often possible to have different size tops from bottoms

The colour and style of the tracksuit and other team wear will be decided by IGAJ Council .

An order form will be generated so that the order for tracksuits is placed in writing.

If other items of team wear are to be supplied these will ordered at the same time.

It is the responsibility of the team to ensure that the correct numbers of tracksuits are ordered and that the sizes ordered are correct. What is ordered is what will be delivered to the team manager and the GTM and his team can not be expected to deal with unavoidable errors.

Please refer to the section on Sponsors and Contractual Obligations. It is the responsibility of the sport team manager to ensure that team members wear the team uniform at the appropriate time .

1. **Travel**

In the lead up to a games the GTM and IGAJ Council will have identified and agreed the most appropriate means of travel and suitable accommodation for the team. All teams are expected to adhere to these arrangements once made. However IGAJ recognises that in some circumstances alternative travel may be beneficial to an individual team member or a whole team.

Any team manager who may think that alternative travel may be appropriate must apply to the GTM in writing. The GTM will make a decision on what is best for the individual and for the Jersey Team as a whole. No manager may make any alternative arrangements without the consent of the GTM. Any team which fails to comply with the decision of the GTM will not be entered.

**Please ensure that all your team members have passports.**

Tracksuits must be worn for team travel and if a kit bag has been supplied this must be used. White tee shirts / polo shirts and trainers should be worn.

It is very important that any baggage allowance limits are adhered to. There will be provision for high weight items of equipment to travel overland. Excess weight may result in baggage being offloaded.

The team manager should ensure that his/her team arrive in good time for flights and report to the supervisor (GTM or other delegated official ) as soon as the team is complete.

Although the flight is a charter all passengers are subject to all the same rules and security checks as for a normal commercial flight.

The team at this point is very high profile and standards of conduct must be of the highest. Each team member is an ambassador for the island of Jersey.

1. **The Opening Ceremony**

**This is a showcase event and all team members must attend the Opening Ceremony dressed smartly in tracksuit and white trainers.**

The Opening Ceremony is a mixture of formality and fun. Transport is usually provided the Host Island to the venue for the ceremony, Managers will be advised of the arrangements by the GTM. Teams assemble by Island and are lead into the designated arena by the flag bearer, a member of the Jersey team chosen by IGAJ Council, and an escort from the Host island who has been briefed on what to do and where to stand etc.

Once the Islands have assembled there is usually a period of entertainment provided by the Hosts.

The following ceremonial events will follow. Respect for these ceremonies is expected.

* The raising of the Island Games Flag
* The Water Ceremony – Where two representatives of each Island pour sea water taken from the seas around their Island into a specially designed water feature. The Jersey water carriers are chosen by IGAJ Council prior to leaving for the games. It is often ( but not always ) the two youngest team members.

The Jersey container for the sea water is a silver Jersey milk jug kindly donated to IGAJ by Aurum Jewellers .Its plinth bears plaques giving the venue and year of each games for which the jug is used. The Secretary will have collected the Jersey sea water before leaving Jersey and this and the jug will be in her possession. If the water carriers are in your team both should be collected from the Secretary prior to leaving for the Opening Ceremony and **returned to her in good order after the ceremony.**

* The Oath – Two representatives from the Host Island team will the oath which promises fair play and sportsmanship, on behalf of all competitors.

Arrangements for returning the team to the accommodation will be advised to managers by the GTM.

1. **Medal Ceremonies**

Medal ceremonies for an Island Games follow the same format as for most major sporting events. The Host Island will have at each sporting venue the flag and anthem for each island . Podia for the 1st 2nd and 3rd places will have been erected.

Medal will be presented, the flags raised and the anthem for the winning island played.

Tracksuits must be worn by medal winners for the ceremony.

It is helpful if team managers report medal wins to the team office so that these can be acknowledged by display and the winner congratulated by other competitors and the team officials. Now that the IGAJ Website is up and running the Web Site Manager will also need this information to update the site

1. **Code of Conduct and Disciplinary Procedures.**

**It is incumbent on managers to ensure that their team members are aware , prior to leaving Jersey, of the level of conduct expected from them.**

It goes without saying that the IGAJ Council expects the highest standards of behaviour from all members of the Jersey Team. All breaches of discipline will be taken very seriously by the GTM and IGAJ Officials.

* The GTM has overall responsibility for discipline throughout the team.
* The GTM will ensure that all teams have adequate supervision of minors
* The highest level of sportsmanship must prevail at all times.
* Team members are required to acknowledge that selection for the Jersey Island Games Team enables them to compete in International Competition . The prime reason for attendance at a Games is to achieve the highest level of attainment possible for the individual or team . Team members are therefore required to take a sensible view with regard to the consumption of alcohol and late nights until such time as all events for which they have been entered have been completed.
* No behaviours should be indulged in which are offensive to the Host Island, its peoples and other Member Islands of the International Island Games Association .
* Any incident of drug abuse will be treated with the utmost severity
* The IGAJ reserves the right to withhold subsidies from any competitor in breach of standards of good behaviour.
* Any act of gross misconduct will result in the team members being expelled from the team and possibly being returned to Jersey at their own expense.

**Managers are required to report ALL instances of bad behaviour to the GTM .**

The GTM will consider the offence and either deal with the matter appropriately himself or for more serious instances ask for a Disciplinary Committee to be formed from amongst the Jersey Officials present at the Games. Three members are required.

Appeals against the disciplinary decisions of the GTM will be heard by a committee consisting of three members of the IGAJ Executive.

1. **Technical Committees**

( Extracts taken from Section 34 of the IGA Constitution and Bye Laws.)

The IGA has overriding control of the policy of the Games.

The Organising Committee will set up a Sports Committee with one member acting as Chairman. This Committee is responsible for ensuring that the Governing Body of that sport properly administers each sport in the Games , Each Governing Body shall elect its representative to the Sports Committee.

The governing body of each sport in the Island Games will be responsible for making the arrangements for competitions and shall ensure that all venues and facilities necessary for competition meet with the requirements of the IGA.

Each sport in the Island Games is controlled by a Technical Committee which is established by election before competition begins. Each participating Island has one vote.

The names of the members elected are communicated to the IGA General Secretary and the Technical Committee will act in an advisory capacity to the IGA Executive.

Membership of an IGA Technical Committee consists of the following :-

* Two representatives of the Host Island of the Sport concerned (one vote)
* Not more than two representatives of each of the other Member Island Associations (One vote per member island )
* The International Federation delegate/observer of the sport or event ( as appropriate) if present at the Games (one vote)
* The Organising Committee are entitled to send two observers – no voting power
* The Officers and Executive Committee members are ex-officio non voting members of all IGA Technical Committees
* Each technical Committee will elect its own Chairman and secretary normally from the Host Island ( no vote except that the Chairman may have a casting vote if required. )
* The Host island may have two representatives if competing in the sport in question

Members may be co-opted for consultative purposes only.

Minutes of Technical meetings are taken and sent to the IIGA General Secretary

***Role and Powers of the Technical Committees:- (Abbreviated)***

* Each technical committee will ensure that its sport is conducted in accordance with the technical rules of its International Federation
* The Committee will meet immediately prior to the start of competition . At that meeting a Jury of Appeal will be appointed.
* No major alterations, which might cause administration problems to the Organising Committee regarding the sale of tickets shall be made by any IGA Technical Committee to the detailed programme of the Island Games. Except by unanimous vote.
* Each Technical Committee will meet after competition to review running of events and make recommendation.
* Technical committees will appoint four members to act as advisors for the period between Games
* Technical Committees have no power to add to or amend bye laws.

**vii** **) The Closing Ceremony**

The Closing Ceremony whilst less formal than the Opening Ceremony is no less important. Assembly is usually by sport and not island.

Team members should attend in team uniform and again be respectful of the small amount of formal Ceremony involved. The Island Games Flag is lowered and passed to the Chairman of the Island hosting the next Games.. An invitation is then issued to reassemble in the designated host island in two years time.

To symbolise continuity a small amount of water is collected fro the water feature and given to the Chairman of the succeeding host island.

There are one or two speeches of thanks to the current Host Island , its Government and people.

The team members are then invited to attend the closing party.

**viii )The Party**

Following the Closing Ceremony the Host Island lays on a big party for all team members. This is the opportunity to relax after all the hard work of Games Week.

It is usual for team members to swop tracksuits at this party, this is acceptable but remember team members have to have a tracksuit – from whichever island- to wear home the next day

Whilst not in any way wishing to diminish the enjoyment of athletes attending the party Managers should advise their team members of the following points :-

* Each Team member remains an ambassador for Jersey and should conduct themselves accordingly.
* Managers are responsible for the care of minors this duty is a serious one and the minor must accept the authority of the manager at this time.
* Excessive consumption of alcohol is not a good idea.
* There may be an early start for travel back to Jersey the following day and the aircraft cannot be held up . Late comers may be left behind and will be required to make their own return arrangements at their own expense.
* Not all team members ‘party’ therefore when returning to the team accommodation partygoers should do so quietly.
* In deference to other team members no continuation of the party will be permitted in the accommodation.

**Enjoy yourselves but consider others**

1. **Return Travel to Jersey**

At a meeting prior to the Closing Ceremony the Sport Team Managers will be advised of the arrangements for the return flight. Once again it is the responsibility of the team manager to ensure that all the team members are packed and ready to join the transport to the airport.

Accurate time keeping is essential as flights cannot be delayed for late comers.

Team members should be dressed tidily in team or swopped tracksuits with the correct footwear It is a final compliment to the Host Island.

Family , supporters , possibly dignitaries and the media will be at Jersey Airport on arrival. The GTM may request that team members collect their luggage but wait until all have done so so that the team can leave together. Please comply with this request if it is made.

If possible rooms should be checked to ensure that nothing is left behind. If there is any damage the team member will be required to meet the cost.

If staying in a hotel which has permitted credit facility all bills must be paid before check out time. It is advisable that this is done before leaving for the closing ceremony. Managers should check with their team members, that accounts have been paid

**16) After the Games.**

The Sport Team Manager remains responsible for the team until arrival at Jersey Airport.( or harbour if travelling by boat ) all codes of conduct apply until the team is dispersed.

On behalf of the GTM the Secretary will request that each team manager submits a written report. This should be returned within two weeks of return to Jersey. This will be analysed , summarised and taken to Council for discussion and decision to implement any / all of recommendations made.

The Management and Medical Teams also submit similar reports

The report should comment on the following:-

Team Managers Meetings

Administration prior to the Games

Travel – To the Games

 Return

Accommodation

Team Uniforms

Games Organisation

Medical Team

Management Team

Any Further Comment or Issues the Manager would wish to raise.

Reports can be submitted electronically or by post.

1. **The Vin d’Honneur**

It has become the custom for the Education Sport and Culture Department on behalf of the Minister to hold a Vin d’Honneur to acknowledge the achievements of the Jersey Team at an Island Games. It is usually held at Fort Regent about two / thee weeks after the team returns in the early evening approx 6 pm, this enables members to attend on their way home from work. Team managers will be advised of arrangements as soon as they are known.

Tracksuits and medals should be worn.

This is an informal occasion but it is attended by senior politicians, sponsors and other invited guests and of course the media.

Team members are requested to make every effort to attend this function.

1. **The Bill Custard and Tony Richomme Awards**

There are two awards for sportsmanship associated with the Island Games. The recipients are nominated by the Jersey Team members .

**The Bill Custard Award.**

This award is sponsored by the JEP. Bill Custard was a reporter with them and a much respected figure in the sporting community.

*It is awarded for a person who will have displayed great sporting qualities at the Games – not necessarily for winning . but for sporting achievement in taking part .*

Nominations will be by team managers and judged by the JEP’s Island Games sports reporting team.

Forms will be available towards the end of the Games or a nomination can be submitted to sport@jerseyeveningpost.com

Nominations should state clearly who is nominating and the reasons for nomination.

**Tony Richomme Award.**

Tony Richomme was a stalwart of the Island Games, as competitor, team manager and as an Executive member. His early death in February 2006 was a great loss to the Island Games.

The Council decided to sponsor an award in his honour , his widow Elaine was consulted she approved the idea and requested that the award be given for sportsmanship. - like the Bill Custard award not necessarily for achievement – but for the true spirit of dedication and consideration for others within the sporting context.

The Secretary will distribute nomination forms towards the end of the Games and nominations should be submitted to her.

The award is judged by a panel invited by the Chairman on behalf of the IGAJ Council.

Elaine Richomme will be a member of that panel.

Both awards are presented to the winners at the Vin d’Honneur.