



## 2013 JOB DESCRIPTION

Staff Name
Job Title <b>Team Leader</b>
Sport
<b>GENERAL DESCRIPTION</b>
<p>According to the WASUSA Guide to International Competition, at the international level all staff are expected to serve as leaders, facilitators, motivators, and administrators. While they may be asked to fine tune a technique, or participate in a drill, they should not be expected to re-teach or dramatically change an acquired skill or technique. In cooperation with the WASUSA National Office and International Competitions Coordinator, the Team Leader coordinates all aspects of the International Competition to include:</p> <ol style="list-style-type: none"><li>1. Communicate with all staff and athletes regarding the event with copies to International Competitions Coordinator. This may be done through email and/or conference calls. Post Q&amp;A from meetings on website. Conduct Team and staff meetings as appropriate.</li><li>2. Work with Assistant Team Leader and travel agent on securing flights for staff and athletes from a common departure city. Each athlete and staff are responsible for getting to and from the departure city at their own expense.</li><li>3. Plan team educational side trips either before or following competition with assistance from International Competitions Coordinator and Assistant Team Leader.</li><li>4. Develop a payment schedule for trip fees tracking payments and communicating directly with athlete/staff if payments are late.</li><li>5. Ensure all registration forms are provided to athletes/staff in a timely manner and all are thoroughly completed and sent to the Local Organizing Committee according to schedule. Coordinate payment with WASUSA office. Review all athlete event entries for accuracy.</li><li>6. Serve as the point of communication with the Local Organizing Committee for all pre-event registration and payment needs.</li><li>7. Obtain all uniform sizes from all athletes/staff, determine needed apparel based upon sports contested, determine most cost effective company to order from ensuring all apparel items are latex free (obtain documentation indicating this), order and distribute in a timely manner. Coordinate payment with WASUSA office.</li><li>8. Represent Junior Team USA at all functions consistent with International Protocol and host country requests.</li><li>9. Along with Assistant Team Leader, determine and present appropriate gifts to foreign staff, officials and/or federations.</li><li>10. Develop additional areas of responsibilities for all staff members and delegate as appropriate.</li><li>11. Develop final Team budget with WASUSA National Office and convert funds to travelers' checks. Pay for as many items prior to trip as possible.</li></ol>

12. Keep detailed notebook/file with athlete/staff information including contact information, contracts etc.
13. Develop and enforce guidelines for athletes, staff, and families during Team travel including daily schedules and safety plans.
14. Ensure staff and athletes follow conduct code taking appropriate action when needed. Enforce the established guidelines for athletes, staff, and families any time present as Team USA. Consult WASUSA National Office and International Competitions Coordinator in these matters.
15. Ensure the safety of all members of Junior Team USA during the entire trip. Ensure athletes are under staff supervision at all times during all travel and the IWAS competitions.
16. Complete all Team USA athlete and staff registrations/check ins ensuring all event entries are correct. Make sure there is a representative knowledgeable about the classification process present for Team USA during each classification conducted. Act on any concerns regarding classifications for the best interest of Team USA and the athlete including appropriate protests. Verify any impact of event changes due to the new classification obtaining input from the Track and Field Head Coach sharing this information with the athlete and coaches. If at all possible obtain copies of all international classifications or maintain a list of those classifications submitting to WASUSA Chair of the Classification to update the database within one month of the competition.
17. Serve as the representative for Team USA in all situations considering or acting upon a protest.
18. Manage the Team USA staff. Assist the head coaches with any needs that may arise. Ensure each staff member is aware of their role during the competitions. Ensure each coach has heat sheets for their respective role.
19. Ensure the coaching staff is maintaining contact with each athlete after selection for Team USA. Ensure each head coach has delegated athlete follow up to their respective staff to monitor athletes training program. During the IWAS competition, ensure each head coach develops a practice/training schedule for each venue and develops a warm up schedule prior to competitions. Assist with securing practice facilities at international competition venues.
20. Ensure that team uniforms are worn for all events by athletes and staff.
21. Collect accurate statistics on athlete performance and submit to Assistant Team Leader for final WASUSA report, athlete distribution, and publication.
22. As a representative of Junior Team USA, assist with all team management duties including equipment, transportation, and supervision of athletes.
23. Oversee and assign medical duties when a medical personnel is not available.
24. With input from Assistant Team Leader provide direct feedback to all staff on their performance during the trip highlighting the positives and the opportunities for improvement.
25. Submit a detailed report, including a final budget, to WASUSA National Office, International Competitions Chair, and WASUSA Board of Directors within 30 days of the completed event.
26. Complete final approval of article for publication written by Assistant Team Leader on the outcomes of the competition.
27. Submit final report for any grants received for the event to the WASUSA National Office.