



INTERNATIONAL COMPETITIONS JOB DESCRIPTION

Staff Name		
Job Title	Assistant Coach	Updated: 10/12
Sport		Reports to: Head Coach

GENERAL DESCRIPTION

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. The primary responsibility of the Assistant Coaches is to assist the respective Head Coach and the Leadership Team in the delivery of their assignments to include:

1. Support the Management of Team USA.
2. Immediately after selection obtain list of athletes from the Head Coach which you will be monitoring their pre-event training program. Provide regular updates including areas of concern of athletes either not communicating or not training to the Head Coach. Communicate with athletes regarding their competition schedule and verification of event entries.
3. Whenever it is required to enter a contract with another organization (i.e. travel agency, tour guides) ensure contracts are only signed by the WASUSA Chairman of the Board or designee.
4. Ensure all receipts and invoices are submitted to the International Competitions Coordinator. These invoices/receipts will then be submitted to the WASUSA BOD Treasurer for reimbursement within 10 days of end of trip. Ensure expenditures stay within the team budget of approved expenditures.
5. Attend IWAS Coaches meetings as designated by the Head Coach insuring you are provided with heat sheets for your respective competitions.
6. Interface with Equipment Manager regarding equipment needs for each practice and competition as well as transportation needs to competition venues.
7. Collect results and other data as appropriate providing to the Head Coach.
8. Be very familiar with rules and regulations governing competitions. Become aware of the competition protest procedures and areas that are protestable. If there is an area of concern immediately inform the Head Coach.
9. Attend all Team USA meetings.
10. Enforce the established guidelines for athletes, staff, and families when presenting as Team USA.
11. Follow and enforce code of conduct, reporting infractions to the Team Leader.
12. Ensure the safety of athletes throughout the duration of the trip making sure all athletes are under staff supervision at all times during travel and the IWAS competitions. With Team Leader and Assistant Team Leader ensure the safety plan notebook and first aid kit is with team at all times during trip.
13. Complete other duties as assigned by Team Leader or Head Coach. Wear team uniforms for Opening Ceremony, when your specific sport is contested and during any events/meetings where you are representing Team USA.
14. As a representative of Junior Team USA, assist with all team management duties including equipment, transportation,

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and supervision of athletes during the entire trip.

