



INTERNATIONAL COMPETITIONS JOB DESCRIPTION

Staff Name		
Job Title	Assistant Team Leader	Updated: 10/12
Sport	Reports to:	Team Leader

GENERAL DESCRIPTION

At the international level all staff is 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 Team Leader is to assist the Team Leader in coordinating logistics for the International Competition to include:

1. During the pre-trip period will support the Team Leader with communication with all staff and athletes regarding the event with copies sent to International Competitions Coordinator. This may be done through email and/or conference calls and should be done on a regular basis as appropriate (monthly or twice a month until month before departure, then weekly is recommended). Assist with posting Q&A from meetings on website. Assist with the conduction of Team and staff meetings as appropriate.
2. Determine the most cost effective travel arrangements flying from a common departure city in the US to the city of competition sharing information with Team Leader. Each athlete and staff is responsible for getting to and from their home town to the departure city at their own expense. Information will be shared with family members about flights, available hotels, educational tours, and competition venues as planned. Families will be responsible for reserving their own flights, hotels, etc.
3. Assist Team Leader plan team educational side trips either before or following competition with assistance from International Competitions Coordinator.
4. Serve as the primary coordinator for pre-registration event entries with support of the Team Leader. Ensure all registration forms are provided to athletes/staff in a timely manner and all are thoroughly completed and sent to the Team Leader for final approval prior to sending to the Local Organizing Committee according to schedule. Review all athlete event entries for accuracy.
5. Assist the Team Leader in obtaining 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.
6. Along with the Team Leader, determine and present appropriate gifts to foreign staff, officials and/or federations.
7. Along with the Team Leader assist the International Competitions Coordinator develop a team budget with the support of WASUSA National Office and approval from the WASUSA BOD. Convert a pre-approved amount of funds to travelers' checks to take on trip. Purchase and pay for as many items prior to trip as possible. 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. Ensure expenditures stay within the team budget of approved expenditures.
8. 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.
9. Develop communication list with all appropriate phone numbers for all athletes and staff to be distributed to all parents, athletes, and staff prior to start of event.

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10. Develop a short biography on each staff member with a photo to be posted on the WASUSA website under International Competitions within one month of being selected.
11. Attend coaches meetings at the IWAS competition ensuring the Head Coach provides copies of heat sheets to all assistant coaches.
12. Attend, and in applicable cases (as designated by Team Leader), conduct team meetings.
13. With the Team Leader, represents Team USA at all functions consistent with International Protocol and host country requests.
14. Enforce the established guidelines for athletes, staff, and families during team travel.
15. Assisting the Team Leader in enforcing the code of conduct for staff and athletes
16. Ensure the safety of all members of Team USA during the entire trip. With the Team Leader ensure athletes are under staff supervision at all times during all travel and the IWAS competitions. Assist Team Leader to develop a safety plan including contacting the State Department and the US Embassy in visiting country prior to travel to notify of team travels and developing a safety plan notebook to include a list of emergency contacts for each staff person and athlete, copies of passports for each athlete and staff, and medical information and medical release for any emergency medical care. Ensure that the safety plan notebook is with the team at all times. Ensure a First Aid kit is available at all times, especially during competitions.
17. Assist the Team Leader in providing direct feedback to all staff on their performance during the trip highlighting the positives and the opportunities for improvement.
18. Submit a Team evaluation to all members of Team USA and families compiling results for the WASUSA final report.
19. Gather statistics on athletic performance for publication from head coaches, take team/individual photographs, and write an article for publication submitting to Team Leader and International Competitions Coordinator for approval.
20. Ensure three US flags and recording of National Anthem are provided to International Competition organizer.
21. Coordinate local transportation needs for athletes and staff throughout the IWAS competitions. Wear team uniforms for all events where Team USA is represented.
22. As a representative of Team USA, assist with all team management duties as needed.
23. 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.
24. Within 10 days of trip completion ensure all receipts and invoices have been submitted to the International Competitions Coordinator who will submit them to the WASUSA BOD Treasurer unless approved by International Competitions Coordinator. Submit a detailed report, including a final report of expenditures to International Competitions Coordinator who will submit to the WASUSA Chairman of board within 30 days of the completed event.

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