



## INTERNATIONAL COMPETITIONS JOB DESCRIPTION

Staff Name		
Job Title	<b>Head Coach</b>	Updated: 10/12
Sport		Reports to: Team Leader

### 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 **Head Coach** is to assist the TEAM LEADERSHIP in the delivery of their assignments and to delegate to the Assistant Coaches to include:

1. Support the Management of Team USA.
2. Delegate responsibility to each Assistant Coach starting immediately with dividing up the athletes to monitor their pre-trip training ensuring the Assistant Coaches are providing regular reports to you. The Head Coach will share areas of concern with the Team Leader and both will determine appropriate action.
3. Develop a practice/training schedule during the IWAS competition, secure practice facilities at the international competition venues, and develop warm up schedule prior to competitions.
4. Assist the Team Leadership to verify athlete event entries are correct for your respective sport.
5. 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.
6. 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.
7. Communicate with athletes and assistant coaches regarding each athlete's competition schedule and verification of event entries.
8. Coordinate transport of athletes to practice and competition with the Assistant Team Leader.
9. Attend IWAS Coaches meetings as designated by the Team Leader ensuring all Assistant Coaches have heat sheets and understand their assignment during the next day's competition.
10. Interface with Equipment Manager regarding equipment needs for each practice and competition as well as transportation needs to competition venues.
11. 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 Team Leader.
12. Collect results and other data as appropriate providing to the Assistant Team Leader to compile for the Final Report.
13. Attend all Team USA meetings.
14. Enforce the established guidelines for athletes, staff, and families when presenting as Team USA.
15. Follow and enforce code of conduct, reporting infractions to the Team Leader or Assistant Team Leader.

# JOB DESCRIPTION

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16. 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 are with team at all times during trip.
17. Complete other duties as assigned by the Team Leader.
18. Wear team uniforms for Opening Ceremony, when your specific sport is contested, and during any coaches meeting where you are representing Team USA.
19. Support Team USA in all sports contested.
20. As a representative of Team USA, assist with all team management duties including equipment, transportation, and supervision of athletes during the entire trip.

