



JOB DESCRIPTION – ASSISTANT TEAM LEADER ADAPTIVE SPORTS USA INTERNATIONAL EVENTS

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.

ASSISTANT TEAM LEADER

The responsibilities of the Assistant Team Leader include:

1. Competition and Logistics

- Assist the Team Leader during the pre-trip period with communicating with all staff members, athletes, and family members regarding the event. This may be done through email and/or conference calls and should be done on a regular basis (monthly or twice a month until a month before departure, then weekly is recommended). Assist with posting Q&A from meetings on website, Facebook, and via emails.
- Work with International Competition Committee Chairperson, Team Leader, and travel agent on securing flights for staff and athletes from a common departure city. 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.
- Assist Team Leader with planning team educational side trips, if time permits, either before or following competition with assistance from the International Competitions Committee Chairperson.
- Serve as the primary coordinator for pre-registration event entries with support of the Team Leader and International Competition Committee Chairperson. 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.
- Assist the Team Leader and International Competition Committee Chairperson in obtaining all uniform sizes from all athletes/staff, determine needed apparel based upon sports contested, determine most cost effective company to order from while ensuring all apparel items are latex free (obtain documentation indicating this), order, and distribute in a timely manner. Coordinate payment with Adaptive Sports USA office.
- Along with the Team Leader, determine and present appropriate gifts to foreign staff, officials, and/or federations.
- Attend coaches' meetings at the IWAS competition ensuring the Head Coach provides copies of heat sheets to all assistant coaches.
- Attend, and in applicable cases (as designated by Team Leader), conduct team meetings.
- With the Team Leader, represents the Adaptive Sports USA team at all functions consistent with International Protocol and host country requests.
- Develop a 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.
- Develop a short biography on each staff member with a photo to be posted on the Adaptive Sports USA website under Events within one month of being selected.
- Ensure USA flags and recording of National Anthem are provided to International Competition organizer, if requested by the LOC.
- 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.
- Submit a team evaluation to all members of the Adaptive Sports USA team and families compiling results for the Adaptive Sports USA final report.
- 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 Committee Chairperson for approval.



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- Within 10 days of trip completion ensure all receipts and invoices have been submitted to the International Competitions Committee Chairperson who will submit them to the Adaptive Sports USA Office Manager. Submit a detailed report, including a final report of expenditures to the International Competitions Committee Chairperson who will submit to the Adaptive Sports USA Chairman of the Board and Executive Director within 30 days of the completed event.

2. Medical & Safety

- Ensure the safety of all members of the Adaptive Sports USA team 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 International Competition Committee Chairperson and 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.

3. Budget

- Along with the Team Leader, assist the International Competitions Committee Chairperson to develop a team budget with the support of the Adaptive Sports USA National Office and approval from the Adaptive Sports USA 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 Committee Chairperson. These invoices/receipts will then be submitted to the Adaptive Sports USA Office Manager for reimbursement. Ensure expenditures stay within the team budget of approved expenditures.
- Whenever it is required to enter into a contract with another organization (i.e. travel agency, tour guides) ensure contracts are only signed by the Adaptive Sports USA Executive Director or designee.

4. Leadership

- Enforce the established guidelines for athletes, staff, and families during team travel.
- Follow and enforce the conduct code, reporting infractions to the Team Leader.
- Wear team uniforms for all events where the Adaptive Sports USA team is represented
- As a representative of the Adaptive Sports USA team, assist with all team management duties as needed.