



## **JOB DESCRIPTION – 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.

### **TEAM LEADER**

In cooperation with the Adaptive Sports USA National Office, Board of Directors, and International Competitions Committee Chairperson, the Team Leader coordinates all aspects of the international competition to include:

#### **1. Competition and Logistics**

- During pre-trip period, communicate with all staff and athletes regarding the event with copies to International Competitions Committee Chairperson. This may be done through email and/or conference calls and should be done on a regular basis as appropriate. Post Q&A from meetings on website. Conduct team and staff meetings as appropriate.
- Work with International Competition Committee Chairperson, Assistant 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 so that family members may make their own arrangements. Families will be responsible for reserving their own flights, hotels, etc.
- Plan team educational side trips either before or following competition with assistance from International Competitions Committee Chairperson and Assistant Team Leader.
- With the 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 Local Organizing Committee according to schedule. Coordinate payment with Adaptive Sports USA office. Review all athlete event entries for accuracy.
- Serve as the point of communication with the Local Organizing Committee for all pre-event registration and payment needs.
- With the International Competition Committee Chairperson and Assistant Team Leader, 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 Adaptive Sports USA office.
- Represent the Adaptive Sports USA team at all functions consistent with International Protocol and host country requests.
- Along with Assistant Team Leader, determine and present appropriate gifts to foreign staff, officials and/or federations.
- Ensure the coaching staff is maintaining contact with each athlete after selection for the Adaptive Sports USA team. 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.
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#### **2. Administration**

- Develop additional areas of responsibilities for all staff members and delegate as appropriate.
- Send "letter of conduct" to any family members that plan to attend this international event, outlining clear expectations for families while traveling with team and at competitions.
- Whenever it is required to enter 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.
- Keep detailed notebook/file with athlete/staff information including contact information, contracts etc.



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- Develop and enforce guidelines for athletes, staff, and families during team travel including daily schedules.
- With the International Competition Committee Chairperson, complete all Adaptive Sports USA team athlete and staff registrations/check-ins ensuring all event entries are correct. Schedule athletes as needed for international classification appointments prior to deadline. Make sure there is a representative knowledgeable about the classification process present for Adaptive Sports USA team during each classification conducted. Act on any concerns regarding classifications for the best interest of the Adaptive Sports USA team and the athlete including appropriate protests. Verify any impact of event changes due to the new classification obtaining input from the sport coaches and 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 Adaptive Sports USA to update the database within one month of the competition.
- Collect accurate statistics on athlete performance and submit to Assistant Team Leader for final Adaptive Sports USA report, athlete distribution, and publication.
- As a representative of the Adaptive Sports USA team, assist with all team management duties including equipment, transportation, and supervision of athletes.
- Oversee and assign medical duties when a medical staff person is not available.
- 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.
- Review article for publication written by Assistant Team Leader on the outcomes of the competition and then submit to International Competitions Committee Chairperson for approval.
- Submit a final report to the Adaptive Sports USA Chairman of the Board, Executive Director, and the International Competitions Committee Chairperson.

### **3. Medical and Safety**

- Ensure the safety of all members of the Adaptive Sports USA team during the entire trip. With the Assistant Team Leader, ensure athletes are under staff supervision at all times during all travel and the IWAS competition. With the International Competition Committee Chairperson 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.

### **4. Budget**

- With the International Competition Committee Chairperson develop a payment schedule for trip fees tracking payments and communicating directly with athlete/ staff if payments are late.
- Along with the Assistant Team Leader assist International Competitions Committee Chairperson develop a team budget with the support of 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.
- 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 International Competitions Committee Chairperson who will submit to the Adaptive Sports USA Chairman of Board and Executive Director within 30 days of the completed event.



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**5. Leadership**

- Ensure staff and athletes follow code of conduct taking appropriate action when needed. Enforce the established guidelines for athletes, staff, and families any time present as Adaptive Sports USA Team. Consult Adaptive Sports USA National Office, International Competitions Committee Chairperson, or Adaptive Sports USA Chairman of the Board in these matters.
- Serve as the representative for the Adaptive Sports USA team in all situations considering or acting upon a protest.
- Manage the Adaptive Sports USA team 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.
- Ensure that team uniforms are worn for all events by athletes and staff.