

## **2011-2012 Atlantic Alpin Atlantique (AAA)**

### **Team administrator**

#### **Job description**

DEADLINE TO APPLY : January 31<sup>st</sup> to Alpine Ski NS

The following outlines the job description of the Team Administrator for the National events.

- Number of athletes @ \$50 each represents the Administrator's remuneration.
- Administrator's Duties:
  - Prepare Team budget :
    - Includes all athletes + coach(s)
    - Deadline for deposits & "payable to" details
    - Deadline for balance once final reconciliation done
    - Arrange for payment of coach honorarium
  - Arrange & pay for Travel ( consider if extra training days on site are needed )
    - If by air, arrange flights, airport transfers & /or vans
    - If by land, co-ordinate car pooling
  - Arrange & pay for accommodations
  - Arrange & pay for meal plans; or arrange who will do grocery pick up & meal prep
  - Arrange & pay for lift tickets
  - Pay Race Entry Fees
  - Arrange to purchase an article of team clothing if applicable
  - Ensure Code of Conduct signed by athletes & families; make sure clause included that covers situation in case athlete needs to be sent home early
  - On-going communication with athletes/ families & coaches; meetings or email
- AAA (Provincial Sport Organization) will prepare race entry

#### NOTE :

If Team administrator wants to be a chaperone he/she needs to apply to the AAA. He/she will be given first right of refusal. The team administrator does not have their costs covered to the event unless they are a chaperone.

*Revised November 23, 2011*