

2012-2013 Atlantic Alpin Atlantique (AAA)

Team administrator

Job description

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 and provide Visa info or cheques as required ; All athlete fees will be deposited to one of PSO accounts

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.

EXPRESSION OF INTEREST and APPLICATION

If you are interested in being a Team Administrator please indicate your interest to your provincial sport organization by March 4, 2013

Revised February 20, 2013