

# Atlantic Alpine Atlantique (AAA) Team Administrator



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 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 accommodations
  - Arrange for meal plans; or arrange who will do grocery pick up & meal prep
  - Arrange for lift tickets
  - Pay Race Entry Fees
  - Arrange to purchase an article of team clothing, if applicable
  - Ensure AAA Code of Conduct signed by athletes & parent/guardian; 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 committee. 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 February 1, 2020.