



AWA Team Leader Policy

Purpose and Scope

This policy covers the selection criteria for Team Leader for any interprovincial or national competitions where Team Alberta would compete (Junior Nationals, Senior Nationals, or Western Canadian Championships).

Definition

The Team Leader role is a funded position and is considered part of the Team Alberta Support Team. The Team Leader coordinates and prepares Team Alberta member (athletes, coaches and technical officials) requirements in preparation for the event and ensures the wellbeing of all members of Team Alberta throughout the event and is the first point of contact between the Team and the Board.

Selection and Appointment

1. Where the AWA Board deems a Team Leader to be beneficial for Team Alberta, the Board shall issue an expression of interest to members to serve in that role. The declaration can be for a specific competition, or it can be for a time period designated by the Board for the purpose of forming a roster of potential Team Leaders from which one could be selected for a given competition.
2. To be eligible for selection, potential Team Leaders must have the requisite experience and abilities to effectively serve in that role. If a member of the AWA Board declares an interest in serving as a Team Leader for a particular competition, they cannot participate in that selection.
3. After the deadline for declarations of interest has passed, the Board may select a Team Leader based on the target criteria set out in Schedule "A".
4. If the Executive Board receives no declarations of interest for the position of Team Leader, it may appoint a duly qualified individual who is willing to serve in that role and who otherwise meets the established criteria.

Role and Responsibilities of the Team Leader

Pre-Competition duties include the following:

1. Be familiar with the Competition Regulation
2. Coordinate declarations with qualified athletes
3. Coordinate travel itineraries from all Team Alberta members (athletes, coaches and technical officials) in accordance with AGLC requirements for AWA's funding proposal submission, under the supervision of AWA Treasurer and President
4. Coordinate and ensure all required registration forms and waivers from all Team Alberta members (athletes, coaches and technical officials) are completed to ensure deadlines are met, as specified in the Competition Regulation. This includes but is not limited to VSC and EPIC
5. Proactively identify amenities and information that will be valuable for athletes and coaches to have in advanced such as training options (training hall and/or other facility options), location/access to scale, food options, etc.
6. Coordinate and manage a centralized Team Alberta Group Chat (WhatsApp)
7. Develop and manage a transportation schedule, per needs with Team Alberta

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8. File all pertinent registration forms, waivers and any other required paperwork to the assigned GoogleDrive Folder, as provided by the AWA Board
9. Provide regular status updates to AWA Board

At **Competition** duties include the following:

1. Attend all meetings related to a specific competition (Technical Meeting, etc.) or otherwise appoint a coach or coaches to fulfill that role, unless the Board has appointed another individual to perform those duties.
2. Schedule and manage the transportation schedule
3. Assist Team Alberta athletes, coaches and technical officials, in a timely manner, as requested and/or required, with priority support to athletes and coaches (ex: check-in and/or provide guidance or necessary support with athletes and coaches with bodyweight to ensure they make weight in a safe and reasonable manner)
4. Serve as the representative of any Team Alberta athlete who is selected for Doping Control and document any violations of anti-doping protocols by doping control officers and/or chaperones at the competition.
5. Handle any disciplinary matters that arise during the course of the event, and other duties stipulated by the event organizers, WCH or other governing body
6. Ensure Team Alberta athletes respect and conform to the ceremonial protocol of the event, if any.
7. Post live stories on AWA's Instagram platform (access will be given).

Post-Competition duties include the following:

1. Develop and submit a written competition report (the "Report") to the High Performance Chair on the Team's performance within 15 days following the conclusion of the Event, as per the provided outline that will be provided.
2. Submit expense report to President and Treasurer within 30 days of the competition date (receipts must be included) reimbursement of expenses until such time as he or she submits the Report to the Executive Committee.

Team Leader Conduct

The Team Leader is expected to be familiar with the WCH and AWA Safe Sport Policy and able to identify any violations of that Policy by team members during the event. If the Team Leader witnesses or learns of any violations of WCH and AWA Safe Sport Policy, they must report on those violations to the Board as soon as reasonably practicable.

SCHEDULE "A" SELECTION CRITERIA

The AWA Board of Directors will select Team Leaders based on the target criteria listed below:

- Demonstrated leadership abilities
- Demonstrated organizational skills
- Communication skills
- Local knowledge and/or language skills for the competition location
- Availability to be at the competition for the entirety of Team Alberta's presence at the competition
- Knowledge of and familiarity with anti-doping policies and procedures
- Ability to help resolve conflict

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- Ability to assist the Team Alberta coaches during the competition (is an asset)
- Familiarity with the competition regulation and applicable AWA/WCH/IWF Rules
- Willingness to assist team members at any point during the competition
- Proficient with digital communications and social media

NOTE: Where the governing organization (e.g., the Canadian Olympic Committee or WCH) has established selection criteria and on-site duties for Team Leaders, those criteria shall take precedence over the criteria listed above to the extent they are not aligned

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