

USA WATER SKI

U.S. TEAM STAFF HANDBOOK

EFFECTIVE JUNE 1, 2003

US Team Staff Handbook
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CONGRATULATIONS

It's an honor to be selected as a US Team Staff Member of a US Team. You have every right to be proud of your achievement.

America's Teams are highly visible elements of the sport and USA Water Ski. Therefore as a Team Staff Member you are viewed as an official representative of USA Water Ski, your sport and your country. More importantly, your personal conduct and attitude as a US Team Staff Member are a reflection of the values and standards that you bring to the sport.

As a representative of a US Team you will travel and participate as a US Team Staff Member. This handbook is intended to help you understand your role as a US Team Staff Member. Knowledge of and compliance with the expectations as outlined here are part of your agreement with USA Water Ski. Make sure you fully understand the contents of this handbook.

NATIONAL TEAM STAFF RESPONSIBILITIES

I. TEAM MANAGER

Ultimate responsibility for the Team and Team Support Staff

A. FUNCTIONS

1. Organizes and conducts the operation of various activities directly related to US Team training, practice and competition.
2. Provides administrative and organizational support to the US Team Coach.
3. Represents USA Water Ski, the US Team Members en masse and individual athletes in technical matters related to the competition such as: competition rules, official protests, submission of official forms, i.e. entry forms, biography forms, declared trick lists and others as may be required from time to time.
4. Establishes US Team protocol at all awards ceremonies (Team and individual), including acceptance speeches and other public appearances.

B. RESPONSIBILITIES AND STANDARDS OF PERFORMANCE

1. Ultimate responsibility for US Team and US Team Support Staff as a unit including but not limited to:
 - a) Conduct of athletes both on and off the water prior to, during, and after the competition.
 - b) Actions of US Team Coach, US Team Therapists and other US Team Support Staff while said persons are representing USA Water Ski and the USA.
2. Arranges and organizes, as required, transportation, both air and ground, domestic and/or international.
3. Responsible for insuring that all passport, visa and medical papers have been properly secured.
4. Deals with special luggage concerns and equipment during travel and at venues.
5. Assists in the organization of meals and accommodations.
6. Assumes responsibility for all administrative necessities which may include but not be limited to:
 - a) Financial accountability.
 - b) Full submission of details to be completed within 10 days of the activity.
 - c) Liaison with host organization and IWSF – this to include entry requirements, etc

US Team Staff Handbook
EFFECTIVE JUNE 1, 2003

- d) Banquet ticketing, seating arrangement, itinerary planning, reconfirmation of travel arrangements as are necessary during activities abroad.
- e) Liaison with the press and act as a representative of the USA Water Ski and Sports Discipline Board of Directors.
- f) Should the occasion arise, liaison with the U.S. Embassy or Consul in the country visited.
- g) When requested to do so, completes the following information forms on each athlete and US Team support staff:

Personal Information File (form provided)

Media File (form provided)

Medical File (form provided)

Clothing size chart (form provided)

Photocopy of:

-Passport

-Visa

-Birth certificate

-Entry qualifications

-Entry applications, etc.

- 7. In the event medical staff does not accompany the US Team, the Manager shall act in this capacity. In particular, he shall ascertain where to secure medical help and be up to date on all USOC banned substances and provide a list of same to the athletes and their representatives.

C. GENERAL

- 1. Liaison with the appropriate committees and agencies, which will include but not be limited to the Sports Discipline IAC, USA-WS IAC, Sports Discipline Executive Committee, USA-WS Executive & Finance Committee and other support staff in the matter of US Team Uniforms and dress.
- 2. Decides from among the US Team Uniforms and dress made available which articles are appropriate for each function and/or activity and shall so advise the athletes and support staff.
- 3. The US Team Manager will deal with all special concerns of the athletes, support staff, USA Water Ski delegates and/or event organizers as from time to time may be required.

II. TEAM COACH

A. FUNCTIONS

- 1. Oversees coaching of the US Team in competitions.
- 2. Develops and plans the US Team activities in conjunction with other support staff and appropriate committees and agencies.
- 3. Follows the policies and procedures of USA Water Ski as appropriate.
- 4. Organizes and conducts official practice at competitions.

B. RESPONSIBILITIES AND STANDARDS OF PERFORMANCE

- 1. Provides necessary information for organization of training to US Team Manager and appropriate committee(s) and recommends function of same
- 2. Establishes goals and objectives for the US Team at the event.
- 3. May recommend and/or assist in selection of potential managers, therapists and other support staff as requested by committee. Submit a detailed report to the IAC upon completion of any Team activity.

US Team Staff Handbook
EFFECTIVE JUNE 1, 2003

4. Is accountable to the Sports Discipline IAC and USA Water Ski IAC.
5. Acts at all times in a manner that will enhance the value, name, reputation, image, character and acceptability of USA Water Ski, its leadership, the US Team and the sport in general.

C. EVALUATION

1. Program and performance: evaluation shall occur at the conclusion of the activity.
2. The evaluation process is to be designed in a manner to effectively include all elements and the roles of the committee(s) and USA Water Ski.

D. INTERPERSONAL CHARACTERISTICS:

1. In order to satisfactorily perform the functions described, it is necessary to be able to communicate with:
 - a) The athlete's personal coach to ensure a good line of communication and an effective approach.
 - b) The athlete while under the care and direction of the US Team Coach.
 - c) The Sports Discipline IAC, USA Water Ski IAC and all other related persons.
2. Be a role model
 - a) A person whose actual behavior is imitated (i.e. demonstrate, in many cases unintentionally, how to do a particular activity or how to behave in a particular situation).
 - b) A person who approves of actions by performing them himself.
 - c) Respect for the spirit and the letter of the game.

III. SHARED TEAM STAFF RESPONSIBILITIES

A. RESPONSIBILITIES

1. When applicable, keep a record of items received from sponsors and ensures adequate acknowledgement.
2. Serve as liaison with medical support staff to ensure all medical necessities are organized and functional.
3. If requested, prepare competition schedules including training and practice in cooperation with the appropriate committees.

B. EVALUATION

1. Program effectiveness and performance evaluation shall be completed within 10 days of the activity.
2. Forms will be prepared for this purpose.
3. The reporting shall include the Sports Discipline IAC, USA Water Ski IAC, Sports Discipline Executive Committee, USA Water Ski Executive & Finance Committee and the USA Water Ski Competition Program Director. This is also to include the previously mentioned financial accountability.

IV. MEDICAL STAFF

A. FUNCTIONS

1. To provide for the physical and psychological needs of the athletes and support staff.
2. To provide aid and assistance where needed to American supporters accompanying the US Team.

B. RESPONSIBILITIES & STANDARDS OF PERFORMANCE

1. Determines prior to the activity what, if any, immunizations are required for entry into a country and/or in the general interests of precaution.
2. Advises each person what immunizations, if any, are mandatory and what, if any, are recommended and where/how to obtain specific immunizations.
3. If mandatory, determines that each person has received immunizations.
4. Prepares and distributes general health tips and recommendations consistent with the country being visited. In respect, attempts to ensure that all athletes follow these guidelines.
5. Serves as liaison with each athlete to determine prior medical history, allergies and/or other special personal concerns.
6. Serves as liaison with the US Team Manager, Sports Discipline IAC and USA Water Ski IAC in regard to required medical equipment to ensure it is acquired prior to departure or is available in host area upon arrival.
7. Is responsible for individuals' personal well being and the concerns of parents regarding US Team Members.
8. Shares with the US Team Coach the responsibility concerning the physical well being of the athlete in the event of injury.
9. Recommends to all athletes injury prevention methods.
10. Serves as liaison with the local medical officer, IWSF Medical Committee and other medical agencies as may be available and appropriate.
11. Plans prior to each activity medical protocols in the event of accident or injury to athletes, support staff and/or American supporters.
12. Is aware of and has a list of banned substances readily available for the athletes and their representatives.

C. EVALUATION

1. Following each activity submits a report of incidents, actions and recommendations to Sports Discipline IAC, USA Water Ski IAC and USA Water Ski Competition Program Director.

V. USA-WS TEAM VALUES

"Sport is intended to build character, to teach the virtues of dedication, perseverance, endurance and self-discipline. Sport helps us learn from defeat, as much as from victory. We look to sport to impart moral and social values, about a healthy integrated society." Charles Dubin, Dubin Report

A. USA WATER SKI VALUES:

1. USA Water Ski values the principles of fair play.
2. USA Water Ski admires and encourages the pursuit of excellence, but we do not endorse a win at all costs attitude.
3. USA Water Ski values respect for officials and acceptance of their decisions.
4. USA Water Ski values respect for the rules of the sport.
5. USA Water Ski values equal opportunity.
6. USA Water Ski respects the rights of others and the properties of others.
7. USA Water Ski values honesty and respect for the law.

B. US TEAM AND DEVELOPMENT TEAM MEMBERS, COACHES, SUPPORT PERSONNEL, all associated with US Team activities, and administrators are viewed as role models and

US Team Staff Handbook
EFFECTIVE JUNE 1, 2003

ambassadors of USA Water Ski. Consequently, it is incumbent upon them to conduct themselves in, at worst, a neutral innocuous manner, and more preferably, in an exemplary manner. Some of the responsibilities associated with membership on the US Team and support entourage include:

1. to be drug free/to encourage athletes to be drug free
2. to be ethical
3. to strive for excellence
4. to adhere to training programs and to encourage athletes to adhere to training programs
5. to act as role models and ambassadors
6. to act in a responsible manner

C. REPERCUSSION / CONSEQUENCES OF NOT BEHAVING IN A RESPONSIBLE MANNER

1. In the event that a US Team Athlete/ US Team Staff Member/ US Team support personnel/administrator does not behave in a responsible manner, the Sports Discipline IAC and/or the USA Water Ski IAC may impose such sanctions as it considers to be appropriate. In instances when it is not practical to poll the Sports Discipline Executive Committee and/or the USA Water Ski Executive & Finance Committee, (such as during international events) the US Team Manager, after consultation with the US Team Coach, US Team Staff etc., shall be empowered to implement point (a) below. These sanctions could include such actions as:
 - (a) Sending the individual home from the event/activity. The individual would be responsible for reimbursing USA Water Ski for all expenses associated with getting home prematurely.
 - (b) Removing the individual from the US Team program, or any part thereof.
 - (c) Making the individual ineligible for future US Teams.

D. SETTLEMENT OF DISPUTE

All differences which may arise between a Sports Discipline and/or USA Water Ski and the athlete under this agreement, including in respect of any sanctions imposed upon the athlete by a Sports Discipline and/or USA Water Ski or the removal of the athlete from the US Team program, shall be settled in accordance with the procedures set out in the document titled USA Water Ski Code of Conduct, Appeals Procedures and Grievance Procedures for US Team Members and US Team Staff Members.

Addendum A – US Team Staff Handbook

PODIUM PROTOCOL

1. **DRESS:** Athletes should wear their on-site US Team Uniform with the appropriate footwear (no bare feet, no hats, no sunglasses if possible and no ski gear)
2. **BEARING:** Athletes should present themselves in a proper manner while on the podium, with good posture, hands out of pockets and heads up.
3. **DURING ANTHEM:** Athletes should face our Flag and show the same respect for the Flag and National Anthem of other countries' winners. Athletes should also keep conversations to a minimum and be quiet during the playing of any National Anthem. For our National Anthem only, US Team

US Team Staff Handbook
EFFECTIVE JUNE 1, 2003

Members and US Team Staff Members should hold their hand over their heart.

4. THANK YOUS: Athletes should thank the award giver and congratulate their fellow athletes.

5. REPLACEMENTS: If a podium athlete is not present, another person should not replace the athlete.