



## **USDBF - TEAM USA MANAGER POSITION DESCRIPTION**

### **Responsibilities:**

- Reports to the USDBF 1<sup>st</sup> Vice President for Administration of Team USA
- Act as Liaison between all Team USA crew managers during the competition
- Collaborates with USDBF Vice President and USDBF Treasurer to prepare a budget for team/paddler expenses except air transportation. This includes, entry fees, admin fees, hotel, transportation and any meals selected by participants.
- Secure and manage accommodations, transportation, meals and other logistics in cooperation with the World Championship Organizing Committee
- Establishes a timeline for submission of crew lists, and submits all deposits and wire transfer requests to the USDBF Treasurer to make sure all payments are completed to coincide with the IDBF and Organizing Committee deadlines.
- Submits Team/Paddler/Supporter entries as required
- Directs efforts with crew managers to ensure all Team USA Code of Conduct Forms are completed and submitted to the USDBF Secretary.
- In collaboration with crew managers, ensure the timely submission of all IDBF required documentation including paddler registration, fees, crew lists, TUE's consent forms.
- In collaboration with coaches and/or crew managers, schedule practices times for crews, and oversee on site practices, at the World Championship. Attend Team USA practice sessions on site at the IDBF World Championships to ensure coaches and crews are receiving their scheduled sessions and to resolve any issues that may arise.
- In collaboration with the Team USA Uniform committee, review bids, negotiate contracts, and approve uniform design for the Team USA uniform kit.
- Coordinate the distribution of information regarding ordering of Team Uniform
- Oversee uniform ordering to ensure all crew managers have secured the mandatory items.
- Bring any code of conduct issues to the attention of the USDBF 1<sup>st</sup> Vice President on site, or their Designee
- Abide by the USDBF Code of Ethics and Code of Conduct, and assist Team USA Coaches and crew managers to assure all Team USA members represent the U.S. with honor.

### **Requirements:**

- Have a working knowledge of the USDBF & IDBF Rules of Racing
- Be familiar with the USDBF & IDBF chain of command.
- Must sign and submit a Code of Ethics, Code of Conduct and Confidentiality Agreement to the USDBF Secretary
- Have good verbal and written communication skills
- Be able to navigate varied terrains and distances as required by venue design.

- Be able to successfully pass a criminal background check
- Hold no other Team USA position during the event.

**Compensation:**

- USDBF will offer financial assistance to this position for travel and accommodations.