



Explanation of National Team Manager Selection Process

In conjunction with the Team USA Coaches the Team Manager role is to coordinate and facilitate a successful World Championship for Team USA. To produce the most competitive Team USA in all racing classes the USDBF Board would like to select a Team USA manager that will work with Team USA coaches, the paddlers, the USDBF Board of Directors and the IDBF representatives to ensure successful representation of the USA at IDBF World Championships. The selection of the team manager is a function of the High-Performance Committee (HPC) whose mission is to create a USDBF Team USA whose staff and members represent the most highly skilled coaches and respective crews reflective of the diversity of the members of the USDBF and its regions.

This document outlines the expectations of the National Team Manager of the United States National Dragon Boat Team which are a condition of participation in the program. The National Team represents the United States both off and, on the water, and, as such, members are expected to conduct themselves in a manner becoming of an ambassador for the United States Dragon Boat Federation, our sport, and our country.

Please read all documents carefully and, if in agreement, complete the application process and submit all documentation electronically.

Purpose of Team USA Team Manager

To work with the Team USA coaches, USDBF and IDBF to facilitate the participation of Team USA to represent the United States Dragon Boat Federation at IDBF World Championships. The team manager will act as the USDBF representative in transportation, lodging, scheduling, communications and technical matters related to the IDBF World Championships.

Goals

The primary goal is to select the best candidate who can manage and facilitate a National Team representing the United States on behalf of the USDBF and produce smooth, stress free environment for Team USA coaches and athletes at the IDBF World Championships.

Guiding Principles

- ❖ The USDBF strives to foster excellence among Team USA athletes and coaches to represent the United States Dragon Boat Federation and the USDBF at IDBF World Championships.
- ❖ Each person involved in Team USA and representing both the United States Dragon Boat Federation and the United States, be it as an athlete, coach, administrator or supporter, must conduct themselves with integrity and respect for all.

Objectives

- ❖ To ensure that Team USA athletes are supported in a way that minimizes stress and potential conflicts in race day logistics and officiating, travel, and lodging.
- ❖ To have the sport of dragon boat racing in the United States be regarded as a high performance athletic endeavor that is recognized nationally and internationally.
- ❖ To abide by the principles and standards of the United States Dragon Boat Federation and the International Dragon Boat Federation.

Team USA High Performance Committee

The USDBF Board of Directors will appoint a High-Performance Committee (HPC) that will be accountable to the Board of Directors. The HPC shall consist of:

USDBF Vice President 1 (VP1) (or designee appointed by the USDBF President) will serve as a non-voting member of the Committee

Three voting members from each USDBF region to be appointed to the committee by the region

- a) One paddler or helm or drummer of each racing gender who has been a member of Team USA in one of the past 3 cycles.
- b) One coach not standing for a Team USA coach or Assistant coach position in the current cycle, (in order of preference)
 - 1) Team USA coaching experience since 2011. If no volunteer candidate exists in the regions then,
 - i. Team USA coach prior to the last 4 cycles
 - ii. Team USA Assistant coach during one of the last 3 cycles
 - iii. Club Crew World Championship (CCWC) coach in the one of the last 3 cycles
 - iv. CCWC coach prior the last 3 cycles
- c) A volunteer committee chair shall be selected by the committee.

Committee members shall serve a minimum of one Team USA cycle, and can be nominated to the HPC by the region for more than one cycle.

HPC shall meet monthly during document creation and editing, and as indicated during Team USA staff and crew selection. If concerns arise, the HPC can be reactivated by the USDBF President or their designee throughout the term of the Team USA coaches.

Typically, applicants for TEAM USA staff positions shall be solicited nationally and regionally no less than 30 days prior to the application submission deadline. Solicitation document shall include:

- Staff selection timeline
- Application

Candidates selected by the HPC will be given 48 hours to either accept or decline the position. Candidates not selected for a Team USA position shall be informed no more than 48 hours following the preferred candidate acceptance.

The USDBF HPC will accept applications for one month from team manager applicants. The USDBF HPC will review the applications for approximately one month, including interviews with applicants. That group will then make recommendations to the USDBF Officers and Board of Directors on the appointment of Team USA team manager. The Officers and the USDBF Board of Directors also reserve the right to interview any candidates. The HPC will present the proposed USDBF TEAM USA team manager for appointment. The USDBF Board of Directors holds final authority on the appointment of the Team USA team manager.

Eligibility Requirements of Team USA Team Managers

- Desired, but not required, that they are a member in good standing one of the U.S. regional dragon boat associations
- Desired, but not required, a certified IDBF race official, or demonstrated experience with the IDBF Rules of racing
- Must hold a valid passport
- Willing to undergo a criminal (including child abuse) background check
- Non-US Citizens can apply and will be considered on the basis of their expertise. However, if there are two equal candidates, the US Citizen will be given priority.

Code of Ethics for Team USA Team Managers

The following list sets out some, but not necessarily all, expected standards of conduct for all team managers. Thus, all team managers shall:

- Hold paramount the safety, health and welfare of all persons involved in USDBF activities.
- Act in such a manner as to uphold and enhance personal and professional honor, integrity and the dignity of the USDBF.
- Treat all persons fairly and with dignity and respect.

- Treat with respect and consideration all persons, without regard to characteristics such as race, color, national origin, religion, gender, age, marital status, disability, veteran status, citizenship status, sexual orientation or gender identity.
- Accept as a personal duty the responsibility to keep up to date on emerging issues involving the sport and to conduct themselves with competence, fairness, impartiality, efficiency, and effectiveness.
- Conduct their actions with positive leadership exemplified by open communication, creativity, dedication, and compassion.
- Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all activities in order to inspire confidence and trust in such activities.
- Respect and protect privileged information to which they have access in the course of their duties.
- Comply with all current standards involving performance enhancing substances.
- Accept the rules of the sport and aim to compete fairly
- Abide by all the laws of the host nation as well as US laws
- Accept, respect and support the role of the Officials to ensure that competition is conducted fairly and in accordance with the established rules
- Act with integrity when performing all duties with the athletes, other coaches, administrative staff, family members and officials

All Team USA team managers, coaches and athletes will be required to sign and abide by the USDBF Code of Ethics.

All Team USA team managers, coaches and assistant coaches will be required to successfully complete the USDBF online ethics training (course availability to be notified).

Team Manager Job Description

Responsibilities:

- Reports to the USDBF 1st Vice President for Administration of Team USA
- Represent all Team USA crews as Team Manager during World Championships
- Act as the liaison between all Team USA crews and officials during the competition
- Represent all Team USA crews at the daily morning and end of the day IDBF briefing sessions at the World Championships
- Serve as the liaison for all Team USA crew managers
- Communicate with Coaches and crew Managers logistics for the IDBF World Championships and provide updates to Coaches and managers on information relating to the competition.

- In conjunction with the USDBF 1st Vice President, participate in and facilitate Team USA Coaches and Managers calls as necessary
- Collaborate with Coaches and crew Managers on communications sent to paddlers
- 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 1st 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:

- Be a certified IDBF race official or have a demonstrated in-depth knowledge of the USDBF & IDBF Rules of Racing.
- Desired, but not required, paddling experience at the international level.
- Be familiar with the USDBF & IDBF chain of command.
- Be familiar with or have resources familiar with international travel and lodging.
- 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.
- Maintain the highest standards of personal conduct
- Accept and support the role of the Officials to ensure the competition is conducted fairly and in accordance with the established rules
- Act with integrity in performing all duties with the athletes, other coaches, family members, and officials
- Strive to be well prepared so duties are carried out with competence
- Use excellent communication skills
- Have passion for the sport of Dragon Boat and commitment to the success of Team USA
- Uphold the USDBF Code of Ethics and IDBF Codes of Conduct

Compensation:

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

Application Procedure for TEAM USA Team Manager

An individual who meets the criteria listed above may apply for the position of Team USA team manager.

Potential Team USA team managers should complete the application form presented here to the USDBF High Performance Committee for consideration. Team managers are required to sign a Code of Ethics Agreement and Anti-Doping Statement as well and submit these as follow up documentation.

Upon receipt of the Application Form with accompanying documents, the USDBF will distribute the materials for review to the HPC. Former paddlers and other coaches included in letters of support will be contacted if necessary and a standard interview will be conducted if this is felt to be necessary.

- If there is only one application by the due date, the HPC reserves the right to seek additional candidates if they deem it necessary.
- If more than one application is received by the due date, the HPC will make a recommendation to the USDBF Officers and Board of Directors based on all materials presented including contact with paddlers and coaches included in supporting documentation.
- **August 7, 2018** Coach application posted to the USDBF website and notifications posted on USDBF and regional association social media sites.
- **September 7, 2018** Deadline for electronic submission of National Coach applications is 5pm EST.
- In the event there are no applicants for a specific position the United States Dragon Boat Federation may choose to either re-post the opportunity or appoint an individual at their discretion.
- **October 15, 2018** team manager award information will be released to applicants.
- National team manager agreement is due no later than 48 hours from notification of award as a National team manager. National team manager assignment is not confirmed until receipt of National team manager agreement. The United States Dragon Boat

Federation may appoint an alternate National team manager if agreement is not received by the deadline. The alternate team manager then has 48 hours to confirm their appointment.

- **November 1, 2018** (or earlier) 2019 Team USA team manager selection will be announced to community (via email and website as well as communication to the regions).

Revocation of Rights

USDBF may refuse to confer rights to a Team USA team manager or revoke rights if:

- USDBF affiliation status is not maintained as required
- The TEAM USA team manager fails to comply with the USDBF Code of Ethics, policies, rules, regulations or Codes of Conduct issued by USDBF/IDBF
- The TEAM USA team manager fails to comply with the registration requirements and rules for World events.

This document must be reviewed bi-annually and updated as needed.

(revised 8/6/18)



2018 – 2019 TEAM USA COACHING APPLICATION

2018-2019 United States Dragon Boat Federation National Team Team Manager Application and Selection Requirements

The United States Dragon Boat Federation is seeking Team Manager(s) for the 2019 USDBF National Team. Successful applicants will exhibit extraordinary technical expertise, experience, optimism, professionalism, honesty and integrity.

All applications are due by 5pm EST, September 7, 2018. Please be sure to attach this cover sheet with your application. Only complete applications containing all required documents will be considered.

Name	Email Address
Telephone No. ()	Mailing Address

Team Manager Application Requirements

The USDBF will be selecting individual Class Coaches for each division (i.e. Premier Open, Senior A Women, JR Women, etc) as well as Divisional Coaches. For example, the Senior A Open Coach can also apply for the Divisional Coach. After selection, Team USA coaches will be able to appoint Assistant Coaches with approval of the HPC.

1. Applications to be a USDBF TEAM USA Team Manager are due September 7, 2018.
2. Successful applicants will be notified no later than October 15, 2018
3. Successful applicants will accept or decline the opportunity to within 48 hours or the offer will be withdrawn
4. Team manager(s) will be announced by the USDBF no later than November 1, 2018.

Team Manager Applicants are to include the following three sections in their Application,

1

Cover Letter

Please include the following in your letter:

- a. Goal for the program
- b. Team Philosophy
- c. How you would work with any additional managers

2

Brief outline of program. Please include the following:

- a. Describe your leadership style and give examples of your approach to achieving world-class performance.

3

Personal Information.

- a. Candidates resume with specific attention to:
 - 1) Officiating experience include levels of competition from local festivals through world championships.
 - 2) Team management success at all levels of competition.
 - 3) Paddling experience at all levels of competition.
- b. Two athlete & coaches letters of support
- c. Potential conflicts of interest (perceived/real) regarding business interests or work with other organizations.

The information listed above and the TEAM USA National Coach Agreement Form are to be submitted electronically as one package and emailed to submissions@usdbf.org by 5pm EST, September 7, 2018.



2018-2019 Team USA National Team Manager Agreement Form

Submission of this form confirms the commitment of the National Team Manager to the 2018-2019 United States National Dragon Boat Team.

To: United States Dragon Boat Federation

I, _____
Full Name

Am confirming my desire to be a team manager for the 2018-2019 USDBF National Dragon Boat Team

I agree to the following terms:

1. I agree to abide by the United States Dragon Boat Federation National Dragon Boat Team Guidelines and Requirements.
2. I acknowledge that the United States Dragon Boat Federation may take disciplinary action against me, if I fail to adhere to any portion of these Guidelines and Requirements, or those of the International Dragon Boat Federation.
3. I acknowledge that disciplinary action against me may include my removal from the 2018-2019 United States National Dragon Boat Team.

Signature

Date
