

USA Weightlifting Team Leader Job Description

BEFORE DEPARTURE:

- Must have the ability to download WhatsApp to cellphone as it will be the official communication for the delegation.
- Check with the National Teams Manager if a USA flag and national anthem recording are required to be brought with the delegation.
- Ensure you have a major credit card for emergencies.
- Familiarize with the destination country, re: geography, customs, currency, temperatures, altitude, etc. Embassies and Consulates in USA can be useful as are public libraries and major airlines. Get maps of cities and the country.
- Obtain currency of the country you are traveling to.

UPON ARRIVAL:

- Supervise baggage claim and handle any problems there, if the team arrives on separate flights have a plan in place to make sure any problems are resolved smoothly.
- Supervise passport control and customs clearance, if the team arrives on separate flights have a plan in place to make sure any problems are resolved smoothly.
- Coordinate with organizing committee reception for personnel and baggage transportation to hotel accommodations.
- At hotel, arrange accreditation, room groups, and meal tickets for all delegation members.
- Supervise room move in and settle any problems, organize a list of all room numbers in case of emergencies.
- Obtain the training hall, transportation, and mealtime schedule from the organizing committee.
- Locate and inform team of scale, sauna, training hall and competition venue locations if not made available before the competition.
- Ensure that you have agendas for appropriate meetings at event and any other appropriate paperwork necessary for the competition.
- If the training schedule allows, make sure all delegation members attend the opening ceremonies (in Team USA outfitting), except those competing on the day immediately after.

COMPETITION DAYS:

- Assist coaches with weigh-ins (check that athlete has credential, passport, warm-up suit, USA singlet, and any items needed post weigh in).
- Arrange availability of food and drinks following weigh-in (if team dietician is not present on trip).
- Attend scheduled training sessions if head coaches cannot due to another athlete competing. Communicate with head coaches if any lift data is to be collected from training.
- Ensure competitors are accompanied to doping control and that paperwork is correctly completed and witnessed (if the athlete does not have a personal coach to go with them). Retain the receipt.
- Accompany or arrange for accompaniment of competitors to press conference if USA required (if member of USA Weightlifting Communications is not present).
- After each session where an athlete from USA has competed, take a picture of the score board and send via WhatsApp to the National Teams Manager.

GENERAL ITEMS:

- Confirm with coaches, with classes and entry totals for Verification of Final Entries (VFE) meeting.
- Get copy of start list and groups as well as any other relevant information after the VFE.
- Once the final start list has been released, organize a team meeting to review the final schedule before the competition, establish ground rules, stress team discipline, and group support for lifters on competition day. Allow other staff members (head coaches, dietician, medical staff, etc) to make any announcements necessary to the team.
- Arrange for boxed lunches or meals, if appropriate, for competition days. Check with each athlete, or team dietician if present, if a box lunch is required.
- Confirm transportation to the airport for delegation members with the organizing committee.
- Make sure, after the finish of competition, all remaining athletes, coaches and staff attend the closing ceremonies (dressed in Team USA warm-up suits). If any awards are presented ensure the appropriate athletes represent Team USA to receive the award.

- Every evening, collaborate with head coaches/support staff to create a schedule for the next day. Make sure it is delivered via WhatsApp to the whole delegation (Preferably before 10pm if current days schedule allows).

RETURNING TO THE U.S.:

- Return (or shred) any confidential information (i.e. passports, insurance cards, etc) that you received for the trip to the National Teams Manager.
- Relay an unsolved or concerning issues from the competition to the National Teams Manager.
- Submit any receipts for reimbursement or general documentation to the National Teams Manager.