

Team Organization & Tasks



A healthy and successful team involves many roles and tasks. Many tasks are suitable for parents too! Involving parents and all of your coaches is great way for not only for getting team tasks done, but also building community and ultimately strengthen your team.

Make sure take sure that you are familiar with WSCL coach licensing requirements and that you are complaint with the League: <http://washingtonleague.org/coaching-program/>.

Below some sample roles and tasks.

ON THE BIKE ROLES

<p>Head Coach</p>	<p>The head coach is ultimately responsible for everything that goes on with the team. He/she is the final decision maker and ensures that the team is in compliance with the WSCL.</p> <p>Responsibilities may include:</p> <ul style="list-style-type: none"> • Being the ultimate authority on team decisions. • Maintaining WSCL compliance. • Organizes and manages adult volunteers • Plans, organizes and leads team practices • Sets up student leadership • Ensure student safety • Manages students on race day
<p>Assistant Coaches</p>	<p>Assistant coaches are focused on assisting the Head Coach by directly managing and training with student athletes. Ideally they will be assigned to manage certain groups within the team (i.e. Varsity/JV students, female students, Beginner/Intermediate students). They should help plan and execute the training plan for whatever group they are assigned to. They should plan to assist the Head Coach with team management at the races.</p> <p>Responsibilities may include:</p> <ul style="list-style-type: none"> • Being the ultimate authority on team decisions. • Attend and assist on race day organization • Fill in for the head coach when he cannot attend • May be asked to lead a specific group (e.g. JV/Varsity, etc.) • Ensure student safety at all times
<p>Ride Leaders</p>	<p>Ride Leaders are absolutely vital to the team. WSCL requires a minimum of one Adult Ride Leader for every six Student Athletes participating in a riding practice, though you may want to strive for a 1:4 ratio as this provides the best environment to ensure that all of our student athletes are kept safe and given adequate instruction.</p> <p>Responsibilities may include:</p> <ul style="list-style-type: none"> • Be available to attend practices as needed for adequate coverage. • Assist in executing on practice plans. • Be responsible to track and manage students in practice group. • Ensure student safety and management.

Team Organization & Tasks



OFF THE BIKE ROLES

<p>Team Manager</p> <p>(for smaller teams, often the Head Coach and the Team Manager or the same)</p>	<p>The Team Manager is functional director for the team. Ideally he/she will handle all of the operational functions to keep a smooth running organization and allowing the coach to focus on working directly with the student athletes. The Team Manager is responsible to make certain that all athletes meet the registration and enrollment requirements, that the team has proper and functional equipment. The Team Manager may also be asked to direct the team committee meetings and functionally direct other parent volunteers.</p> <p>Responsibilities may include:</p> <ul style="list-style-type: none"> • Making certain that the team meets the WSCL registration requirements. • Handles enrollment and student registration. • Maintains good contacts and faculty supporters at the school • Makes all decisions regarding designing, purchasing, and acquiring team kits. • Is the final authority on additional team clothing and other offerings. • Assists the Head Coach in making team decisions and organizing the rest of the team committee. • Is responsible for handling all team sponsors and sponsor relationships. • Plans all team events and parties. • Handles team awards. • Coordinates volunteers for league requests and other team related events.
<p>Treasurer</p>	<p>The Team Treasurer is responsible for managing the team finances. He/she should plan to work closely with the Team Manager and Head Coach to make sure that the team can meet all of the needs for the current season and retain enough funds to cover the initial registration for the next season.</p> <p>Responsibilities may include:</p> <ul style="list-style-type: none"> • Handles all accounting (money received, payments made, and tracking). • Helps manage scholarship programs and assisted enrollment. • Makes certain that all team fee payments are made and deposited. • Collects and deposits sponsorship and fundraiser money. • Manages the team accounts. • Distributes reimbursements. • Helps plan all team expenses and purchases. • Should provide a final balance sheet to the committee at the end of the season.

Team Organization & Tasks



TEAM TASKS

ADMINISTRATION

1. Accounting / Checking Account Management: Maintain team's checkbook register and prepare budget summary at end of season.
2. Roster / Forms Management: Maintain team contact roster and ensure that all riders have completed forms necessary for participation.
3. Website / Social Media: Working with team webmaster, maintain website with timely additions of info/photos, etc. Head coach will provide race reports and is available to work with webmaster to develop materials.
4. Point person for parents: Serve as contact for parents with questions during season.
5. Photography: Collect and catalog photographs from parents, staff, riders for posting on website and for use in marketing materials. Responsible for official team photo for use with marketing and sponsor relations.
6. Volunteer Recruitment: Recruit new staff to work with team.

RACE DAY

1. Food: Coordinate snacks for races. Usually this means working with parents to find volunteers to provide snacks at each event.
2. Tent Management: Working with head coach, find volunteers to wrench at race, ensure proper set-up of team tent and assorted other items to make site parent friendly and supportive of racers. Serve as overall manager of team tent site/materials at race. In charge of team's materials used at races (tent, tables, water jug, team kit).

SPONSORSHIP / FUNDRAISING

1. Sponsor Relations / Updates: Working with head coach, prepare periodic team updates and race reports to be posted on website and emailed to interested parties, including sponsors. Create and send out "thank you" notes and team photograph at end of season.
2. Sponsor Procurement (Bike Industry and Local Business): Solicit potential sponsors throughout the season. Help with preparing team marketing materials.
3. In-Season Fundraising: Manage fundraising opportunities that arise during season (i.e., managing parking lot use, sales of movie screening tickets, etc.). Think of new ideas for fundraising (e.g., team cookbook, calendar, etc).

EQUIPMENT

1. Jersey / T-Shirt / Sock Order: Coordinating clothes order from riders and ensuring rider payments for items. Working with head coach, finalize designs and placing of orders. Requires working with jersey graphic designer to finalize design and collecting funds from team members. Also requires coordinating with local bike shop to determine if they want to order any team jerseys.

Team Organization & Tasks



2. Pro-Order Management: Working with head coach, coordinate scheduling and placing of team orders from relevant sponsors. Requires collecting orders/funds from team members and ensuring distribution of items when they arrive.
3. Bike Repair Clinics: Working with head coach, find volunteers to work with riders on repairing bikes during the season

SEASON WRAP-UP

1. BBQ: Coordinate end-of-season BBQ party for team. Requires reserving adequate site and working with parents to coordinate potluck food and drinks.
2. Senior Dinner: Coordinate end-of-season dinner party for graduating seniors and team staff. Requires finding suitable restaurant or family to host. Team pays for entire event.
3. Rider Recognition: Working with team staff, develop rider recognition certificates and coordinate small gifts for staff and riders. Team pays for materials.

OUTREACH / COMMUNITY BUILDING

1. Community Outreach / Trail Advocacy: Determine which local organizations team contributes to and work with team to ensure rider participation in trail repair work.