



JOB DESCRIPTION – MEDICAL STAFF ADAPTIVE SPORTS USA INTERNATIONAL EVENTS

At the international level, all staff are expected to serve as leaders, facilitators, motivators, and administrators. While they may be asked to fine tune a technique or participate in a drill, they should not be expected to re-teach or dramatically change an acquired skill or technique.

MEDICAL STAFF

The responsibilities of the Medical staff include:

1. Competition and Logistics

- Support the Management of the Adaptive Sports USA team.
- Be present at the classification process for all Adaptive Sports USA team athletes in order to provide any medical documents or information needed.
- Be present during all competitions and administer first aid as necessary.
- Attend all team meetings.
- Wear team uniforms to all events where the Adaptive Sports USA team is represented.
- As a representative of the Adaptive Sports USA team, assist with all team management duties including equipment, transportation, and supervision of athletes.

2. Medical and Safety

- Secure and compile medical and background information on all members of the Adaptive Sports USA team.
- Obtain emergency first aid kit from the Adaptive Sports USA National Office. Review items and based upon the background information gathered, add items to the emergency first aid kit for the trip using team funds. Purchase any necessary additional first aid items throughout the trip using team funds.
- Act as medical advisor to all members of the Adaptive Sports USA team and refer to local emergency treatment as necessary. Ensure all members of the Adaptive Sports USA team stay hydrated throughout the trip.
- Ensure the safety of athletes throughout the duration of the trip making sure all athletes are under staff supervision at all times during travel and the IWAS competitions. With Team Leader and Assistant Team Leader, ensure the safety plan notebook and first aid kit is with team at all times during trip.
- Upon completion of the trip ensure the first aid kit is restocked and sent back to the Adaptive Sports USA National Office for future trips. Complete a report of what items were used or areas missing for future international trips providing to the Team Leader for the Final Report.

3. Budget

- Ensure all receipts and invoices are submitted to the International Competitions Committee Chairperson. These invoices/receipts will then be submitted to the Adaptive Sports USA Office Manager for reimbursement within 10 days of end of trip. Ensure expenditures stay within the team budget of approved expenditures. Whenever it is required to enter a contract with another organization (i.e. travel agency, tour guides) ensure contracts are only signed by the Adaptive Sports USA Executive Director or designee.

4. Leadership

- Enforce the established guidelines for athletes, staff, and families during team travel.
- Follow and enforce the conduct code, reporting infractions to the Team Leader.