

## Wasabi Team Manager Summary

In the Wasabi team structure, each team appoints a Team Manager to assist with various aspects of team operations. The following is a general overview of the types of tasks formally associated with a Team Manager position. Each team may revise this general overview for issues specific to that individual team.

### General Duties

- Coordinate paddlers signing up for practices.
- Assist with seating charts for the practices.
- Confirm that all paddlers have signed waivers and are current with paid club dues.
- Coordinate boathouse cleaning and boat bailing duties for the team – remind the team when those activities will be occurring.
- 

### Race-Related Duties

- Sign up the paddlers for each specific race.
- Collect fees associated with the race.
- Coordinate and submit registration and waiver forms.
- For the waivers, a suggestion is to make four copies: one for the race organizers, one to mark off race fees paid, one for the coach and one for the race site to mark off as paddlers arrive. Do what works for you to make sure you have the information you need.
- Make certain that all paddlers have all required equipment, such as Wasabi race jerseys.
- Check with the Lead Manager or the Club President to find out whether it is okay as the team manager to ask your members confidentially for emergency medical information. If they pass out, what information does a doctor need to know to adequately treat? You may not always be able to contact their emergency contact person.
- Coordinate race issues such as lodging, transportation, water, and food.
- Coordinate to bring things such as first aid kit, sunscreen, toilet paper, pens, instant ice, a white board for your team tent, markers, scissors, bungee cords, garbage bags, duct tape, Advil, feminine products. The bag of these supplies can be put in the paddle bag if flying.
- Coordinate with the Lead Manager for each race.
- Coordinate with the Lead Manager to see which team will bring the Wasabi “feather” banners. Make sure that those banners are properly set up and then returned to the boat house and put back into their storage place in the benches.
- Work with the team’s captain to decide which person will monitor race-day issues such as tent location, race times, and lane assignments.
-