



<b>Volunteer Position:</b>	<b>Team Travel Coordinator</b>
<b>Reporting To:</b>	<b>HTAC Board of Directors</b>
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• Work with HTAC Head Coach to confirm away meets and travel objectives of each meet, i.e. travel dates, mode of transportation while at meet, room and food arrangements as well as make the required reservations for same (hotel, food, flights/transportation). For Team Manager attended meets, the food arrangements will be sourced to include the supper hour meal and will be managed by the Team Manager on site. Breakfast and lunch may be managed directly by the swimmers. For meets without a Team Manager (specifically SNC Trials and Summer Nationals) the supper hour meal arrangements will be discussed with the Head Coach, prior to departure, to ensure reasonable arrangements in place for pickup or delivery.</li> </ul>
	<ul style="list-style-type: none"> <li>• Verify estimate travel costs with HTAC Office Administrator and Treasurer (based on prior travel invoices).</li> </ul>
	<ul style="list-style-type: none"> <li>• At the commencement the swim season, the Team Travel Coordinator and the HTAC Office Administrator will prepare the team travel memo &amp; policy package. Once arrangements have been made, the Team Travel Coordinator will chair the team travel meeting with swim families. The Head Coach will attend this meeting. At this meeting the Travel Memo will be presented to the swim families, copies distributed to all swim families in attendance and Team Travel Coordinator and Head Coach will answer any questions.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ensure that Team Travel Memos are distributed to all swim families not in attendance at team travel meeting.</li> </ul>
	<ul style="list-style-type: none"> <li>• Act as liaison throughout the swim season in respect of team travel, i.e. field parents' questions, deal with complaints and report back to the HTAC office if necessary.</li> </ul>
	<ul style="list-style-type: none"> <li>• For each away meet:             <ul style="list-style-type: none"> <li>➢ Coordinate with HTAC Office Administrator to ensure meet Travel Estimate prepared and communicated in accordance with the payment provisions of the Team Travel Policy (the "<b>Policy</b>");</li> <li>➢ Ensure that Team Manager(s) have met Team Manager Guidelines, for example have police check on file;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>➤ Confirm with HTAC Office Administrator that payment of the travel estimate has been received prior to the Team leaving for the meet.</li><li>➤ Ensure ongoing communication to swim families of changes to Team Travel Package prior to and during away meets;</li><li>➤ Team Travel Coordinator will work in conjunction with the Head Coach to confirm flight reservation information, a list of swimmers, emergency contact information, any existing medical conditions, medications, required waivers, and the room assignments. This information will be provided to HTAC Head Coach and Team Manager(s) prior to team travel; and</li><li>➤ Communicate with swim families confirming Team Manager contact information, i.e. email distribution.</li></ul>
--	---

Amended January 2019

Amended January 2019  
2838381 v2