

Team USA: Staff Roles, Responsibilities & Communication Policy

1. Purpose

This document establishes the official roles, responsibilities, authority, and communication expectations for all Team USA Speed staff. Its purpose is to ensure clarity, consistency, accountability, and athlete-centered decision-making throughout the season and at World Championships.

2. Guiding Principles

All Team USA Speed staff are expected to:

- Act in the best interest of athletes at all times.
 - Uphold USARS policies, SafeSport requirements, and the Team USA Code of Conduct.
 - Maintain professionalism in training, competition, travel, lodging, and communication.
 - Foster a safe, respectful, and inclusive team environment.
 - Support collaborative decision-making and avoid unilateral control.
 - Represent Team USA with integrity and respect.
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3. General Responsibilities (All Staff)

All Team USA Speed staff share responsibility to:

1. Prioritize athlete safety, well-being, and development.
2. Communicate clearly, respectfully, and in a timely manner.
3. Work collaboratively with other staff members.
4. Avoid favoritism, conflicts of interest, or abuse of authority.
5. Maintain confidentiality where appropriate.
6. Follow approved selection, travel, and competition procedures.
7. Participate in required meetings, clinics, and reviews.
8. Report safety concerns, Code of Conduct issues, or significant incidents immediately.

4. Team USA Speed Staff Positions & Responsibilities

4.1 Delegate Manager

Primary Responsibility:

Overall team leadership, coordination of training and competition strategy, and delegation oversight.

Responsibilities include:

- Serve as the primary liaison between Team USA Speed staff and the Speed Committee.

- Participate in the development of the overall training plan in collaboration with Sprint and Distance Coaches.
- Be actively involved in race-related decision-making, including:
 - Event entries
 - Athlete scheduling
 - Heat and competition strategies
 - Adjustments due to fatigue, injury, or performance
- Ensure that no single coach makes unilateral decisions impacting athletes without staff consultation.
- Coordinate collaboration and alignment among all staff members.
- Oversee team conduct and ensure compliance with policies and procedures.
- Address concerns or conflicts in a neutral and professional manner.
- Communicate official decisions clearly to athletes and parents.
- Represent Team USA in official meetings and delegations.
- Report significant concerns, incidents, or issues to the Speed Committee.

Authority Statement:

The Delegate Manager does not replace the technical expertise of coaches but ensures decisions are collaborative, athlete-centered, and aligned with Team USA standards.

4.2 Sprint Coach

Primary Responsibility:

Sprint athlete preparation, performance, and race execution.

Responsibilities include:

- Lead training, warm-ups, and race-day preparation for sprint athletes.
 - Develop and implement sprint-specific training and race strategies.
 - Provide technical and tactical feedback to athletes.
 - Monitor athlete readiness, fatigue, and recovery.
 - Collaborate with the Distance Coach to maintain consistent team standards.
 - Participate in collaborative race decision-making with the Delegate Manager.
 - Communicate athlete-related concerns to the Delegate Manager.
 - Participate in the National Team Clinics.
 - Maintain professional conduct and consistent messaging.
 - Uphold athlete safety and well-being.
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4.3 Distance Coach

Primary Responsibility:

Distance athlete preparation, performance, and race execution.

Responsibilities include:

- Lead training, warm-ups, and race-day preparation for distance athletes.
 - Develop and implement distance-specific training and race strategies.
 - Provide technical and tactical feedback to athletes.
 - Monitor athlete readiness, fatigue, and recovery.
 - Collaborate with the Sprint Coach to ensure a unified team approach.
 - Participate in collaborative race decision-making with the Delegate Manager.
 - Communicate athlete-related concerns to the Delegate Manager.
 - Participate in the National Team Clinics.
 - Maintain professional conduct and consistent messaging.
 - Uphold athlete safety and well-being.
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4.4 Travel Manager

Primary Responsibility:

Logistics, travel coordination, and daily operational execution.

Responsibilities include:

- Coordinate travel itineraries, lodging, and schedules.
- Communicate daily plans, updates, and changes to athletes and parents.
- Manage on-site logistics during training and competition.
- Work closely with the Delegate Manager on operational need
- Serve as the primary point of contact for logistical questions.
- Ensure adherence to travel, safety, and organizational protocols.
- **Manage approved travel-related expenses for World Championships and designated events, including coordination of payments, reimbursements, and required financial documentation in accordance with federation policies.**
 - **Submit expense records, receipts, and budget tracking to the federation or designated financial authority in a timely manner.**

Authority Statement:

The Travel Manager does not direct or influence training, racing, or technical performance decisions, but is responsible for the planning and execution of travel, logistics and on-site operations. When travel-related or operational expenses arise, the Travel Manager is responsible for managing approved funds, ensuring proper use, and maintaining accurate financial documentation in accordance with federation and Team USA standards (requirements).

4.5 Apprentice Coach

Primary Responsibility:

Coach development and support under supervision.

Responsibilities include:

- Assist the Sprint Coach and/or Distance Coach as assigned.
- Support athlete preparation, warm-ups, and training sessions.

- Observe and learn high-performance coaching practices.
- Follow direction from supervising coaches.
- Maintain professional conduct at all times.
- Participate in the National Team Clinics.

Authority Limitation:

The Apprentice Coach does not serve as a primary decision-maker.

4.6 Apprentice Manager

Primary Responsibility:

Management development and operational support under supervision.

Responsibilities include:

- Assist the Delegate Manager and Travel Manager.
- Support daily operations and logistical tasks.
- Learn delegation procedures and communication practices.
- Follow direction from supervising managers.
- Maintain confidentiality and professionalism.

Authority Limitation:

The Apprentice Manager does not serve as final authority in decision-making.

5. Collaborative Decision-Making Policy

Training & Competition Decisions

Major training and race-related decisions must involve:

- Sprint Coach
- Distance Coach
- Delegate Manager

Decisions should consider:

- Athlete health and readiness
- Competitive strategy
- Fairness and consistency
- Long-term athlete development

Conflict Resolution

1. Staff discussion occurs first when appropriate.
2. The Delegate Manager facilitates resolution **unless they are directly or indirectly involved in the conflict**
3. Any conflict involving the Delegate Manager is **immediately elevated** to the Speed Committee.

4. The Speed Committee provides sport-specific oversight and recommendations. Matters requiring organizational authority may be elevated to USA Roller Sports leadership in accordance with federation governance policies.

6. Communication Standards

Communication with Athletes & Parents

- Expectations must be communicated clearly and consistently.
- Conflicting or contradictory messaging is not acceptable.
- Sensitive matters should be handled privately and professionally.

Communication with the Speed Committee

- **Required communication throughout season**
 - Pre-season alignment meeting between the full staff and the Speed Committee to review expectations, roles, and objectives
 - Early-season check-in to address initial communication, logistics, and operational alignment
 - Mid-season performance review with the full staff and the Speed Committee
 - Pre-championship readiness meeting to confirm operational, safety, and communication plans
- **Speed Committee Review**
 - Post-championship debrief meeting to discuss performance, issues, and lessons learned
 - Post-season staff interview
- **Immediate reporting is required for:**
 - Athlete safety concerns
 - Code of Conduct violations
 - Significant operational issues

7. Accountability & Evaluation

- Staff performance will be evaluated annually using:
 - Athlete & Parent Post-World Championships Surveys
 - Speed Committee review.
 - Post-season staff interviews.
- Failure to meet expectations may result in:
 - Review
 - Corrective action
 - Non-renewal
 - Removal from position

7. Acknowledgment

All Team USA Speed staff must review and acknowledge this document as a condition of appointment.