January 2023

Team Leadership Structure & Job Descriptions

Overall Team Leadership

The overarching goal of your team leadership structure is to create a sustainable team that can manage growth, leadership succession, and delegate responsibilities to volunteer parents and coaches appropriately. There isn't a single way to achieve success, and often teams need to be adaptable, leverage individual strengths, and tap into energy where it exists.

Many new teams have a single individual taking on both roles of Team Director and Head Coach, and this is often needed to get a new program off the ground. Over time, these teams should strive to split these responsibilities into two separate roles, each with separate responsibilities, although both will serve as points of contact for the team with the Arizona Cycling Association and their local communities.

Here, we provide an example of how responsibilities between these roles are often split. Head Coaches typically manage and plan team practices, while they also recruit and manage volunteer coaches. Team Directors typically handle team administrative work, such as assisting with CCN registration and ensuring coaches are fully licensed (i.e. 'practice-ready').

For new teams and during team leadership succession, both the Team Director and Head Coach are required to minimally hold their Level 1 license. It is recommended that the Head Coach obtain their First Aid and CPR certificate(s) before the regular season begins (July 1) and all team leaders are highly encouraged to attend the ACA Leadership Summit during the pre-season.

Here's a typical breakdown of job responsibilities.

Head Coach

- Responsible for fostering a positive team culture.
- Oversees and recruits volunteer coaches.
- Understands practice limits, required coach:rider ratios, and how to organize training groups based on ability and/or age.

- Works with volunteer coaches on creating a practice schedule of days, locations, and times that are appropriate for the season.
- Communicates practice schedule with parents and riders in accordance with ACA policies. We recommend using TeamSnap for scheduling practices and other team activities, available through ACA at no additional charge (team registration benefit).
- Ensures all riders are getting assessed and placed in the appropriate practice groups.
- Organizes race weekend schedules.
- Submits category change petitions with the ACA, handles results protests/DNF forms at races, and attends all Head Coaches meetings in accordance with ACA policy.
- Monitors behavior of volunteer coaches, parents, and student-athletes and leads by example
- Begins identifying individuals to step into their role once they retire.

Team Director

- Responsible for fostering a positive team culture.
- Assists with coach and rider registration through CCN.
- Endures coaches and riders attending practice are compliant with registration and licensing requirements.
- Tracks coach and rider attendance at practices and events.
- Organizes the team apparel orders (or delegates to a parent volunteer)
- Manages team finances (or delegates to a parent volunteer).
- Communicates with Head Coach about practice changes, events, etc
- Relays ACA announcements to the team.
- Monitors behavior along with Head Coach of volunteer coaches, parents, and riders and leads by example.
- Begins identifying individuals to step into their role once they retire.

Community Volunteer Roles

Community volunteers (most often parents) are a crucial part of most established teams, and creating specific roles may be helpful as teams grow. Here's an example of roles community volunteers can fill. Keep in mind that any adult riding with student-athletes at practices must be minimally licensed as a Level 1 Coach. In their first year or during succession, teams may have Level I licensed coaches fulfill Head Coach, Ride Leader, and Assistant Coach roles.

- Ride Leader - leads a specific skills group on a ride, implements the practice plan, and should minimally hold a Level 2 license. Responsible for knowing the route, having an emergency contact list, and familiarity with exit points and nearby shelter in case of emergencies.
- Ride Assistant - typically rides sweep in a skills group, or simply steps up wherever they're needed. Should minimally hold a Level 1 license.
- Assistant Coach - Is a Level 2 or Level 3 licensed coach and assists the Head Coach at practices, including skills instruction.
- Social Coordinator - organizes team social events (e.g. end of year party), organizes race dinners, organizes team pit at races.
- Accountant/Treasurer - handles team finances, ensures all dues and team fees are paid, etc.
- Volunteer Coordinator - organizes parent volunteers at races (feed zone, team tent, fan zone, etc), and ensures team parents sign-up to volunteer with the ACA at races.
- Photographer - takes pictures for the team at practices, events, and races.
- Website/Social Media Coordinator - posts to team social accounts and updates team website.
- Sponsorship/Fundraising Coordinator - works with team leadership on fundraising events and sponsorship opportunities.
- Mechanic & Equipment Coordinator - helps organize a 'bike-check' event and helps educate riders on bike maintenance and care.

Here's a summary of additional notes for team volunteers:

- All volunteers must be 18 years of age or older.
- No unlicensed adult is allowed to ride with the team at practices.
- Team volunteers who help with logistical, administrative, or fundraising activities are not required to be licensed. If these adults will be interacting with student-athletes at events, it is recommended they register with the ACA and complete their background checks.

Please contact Chloe Woodruff, Programs Director, with questions chloe@arizonacycling.org.