



## **2016 AQHA Youth World Cup Team Canada (Volunteer) Position Descriptions:**

### **TEAM COACH**

- Reviews all team member applications and videos to select a team comprised of qualified youth from different provinces and riding disciplines.
- Meets with the team manager to place data from all team member applications on a spreadsheet to ensure applicants meet all team criteria.
- Meets and works with team members, as time allows, in the months leading up to the event. This may be accomplished only if team members are able to travel to the location designated by the coach, at the members' own expense. Assuming that the youth raise the funding, and the team coach and team manager are willing to commit the facilities and the time for it, the team may get together for a week's practice prior to competing at the actual event.
- Introductions and special requests are made by the coach via the Internet with regards to equipment to bring to the competition, since the coach will have a good idea of what events each rider may be showing in. As three team exhibitors may be required in each event, except reining and cutting, the coach will want a wide variety of options for when he/she arrives at the event.
- After the team's horses have been drawn from the event pool, assesses the abilities of the horses and matches them to the team members' skills according to which youth will be best able to handle a given event on which horse. Draws up a plan on how to score the most points for the team with the horses supplied.
- During the event, the coach works each day with individual team members to school the horses (coaches may not ride or train the team's horses – only the youth may do so). Coaches the youth to prepare them for the classes between clinics. Coaches the youth during show days at the event. Oversees the safety and welfare of both the horses and youth. Ensures all barn chores are done properly and horses are put up on time each night. Assists the team manager with chaperoning youth at night. Attends all youth events planned by the host country and/or AQHA.
- The Team Coach and Team Manager conduct telephone interviews with their shortlist of candidates and/or their riding coach/trainer/references during the selection process, prior to their final recommendations to the CQHA Board of Directors.
- Upon selection as Team Coach, he/she will be asked to complete an application agreement with the CQHA including a criminal background check. He/she will be responsible for providing the necessary documents to be able to travel outside the country during the 2016 Youth World Cup.

## TEAM MANAGER:

- Contacts AQHA affiliate Youth Advisors and other riding discipline youth advisors (e.g. Cutting or Reining associations) across Canada to ensure awareness of the opportunity. May forward copies of AQHA event rules, team application forms, selection criteria, and behavioural guidelines, which include deadlines by which to apply, or direct prospective applicants to download these documents from the CQHA web site.
- Liases with AQHA's International Affairs office to confirm dates for team fee payments and any other deadlines/requirements. Completes all team paperwork and submits all team documents and/or payments as and when requested by AQHA. (Note: critical AQHA deadlines must be met to ensure Team Canada's continuing eligibility to compete.)
- Prepares team projected budget and supplemental team funding request and forwards to the CQHA President, for review and approval by the Board of Directors, on or before September 30, 2015.
- Collects and compiles data on applicants for team by building a spreadsheet for all criteria. Confirms with AQHA to ensure that each applicant is eligible to participate in this event as a member-in-good standing with AQHYA and that all AQHYA membership fees have been paid. Ensures that each applicant is a member-in-good standing with CQHA and their respective regional/provincial Quarter Horse Affiliate and/or Youth Affiliate, or their applicable national/regional/provincial riding disciplines (e.g. Cutting or Reining associations).
- Arranges a meeting, well ahead of the team selection deadline, to provide clerical assistance to the team coach in reviewing all team member applications and creates the eligibility spreadsheet data. Compiles the short list of riders, alternates and leadership candidates selected by the coach, and drafts a report including the reasons for these selections and forwards to the CQHA Board of Directors for approval on or before September 30, 2015.
- Drafts all letters for prospective team members so they are ready to be sent once the team has been selected. Drafts letters of acceptance or non-acceptance for each applicant and forwards to CQHA President, who signs original copies and mails out to applicants.
- Prepares and sends out team sponsorship packages to previous and prospective individual and corporate sponsors. Follows up with distribution of sponsorship packages to ensure that a significant portion of the proposed team budget is covered. Compiles a list of proposed team fund raising initiatives and their proposed deadlines, to be discussed and implemented with the team members and their families.
- Collects photographs of each team member and drafts and forwards a press release to the CQHA president to approve and distribute which announces Team Canada members' selection. Creates a database of team members' hometown media (TV, radio and/or community newspapers contact information) to distribute press releases before, during and after the event.
- Prepares check lists, sponsorship packages and valuable information for team members and ensures delivery to them. Following the event, works on "thank you" initiatives with youth for team sponsors.
- Introduces team members to each other over the Internet and circulates fundraising options to determine what the team will do to raise money.

- Sets up a separate Team Canada team bank account and ensures all transactions are recorded (money is deposited as it arrives, and cheques for expenses are remitted on time).
- Prepares monthly financial status reports for team, parents and forwards copies to CQHA President and CQHA YWC Chairperson.
- Solicits sponsorships for team clothing, gifts to exchange with other countries' team members, gifts for the team's donated horse owners, VIP's and officials who will be at the event. (May be assisted by team members and parents.)
- Arranges for all team travel/flights/hotels and equipment and supply shipments through one travel agency to ensure best price options and may solicit in-kind or other sponsorship from that agency. Contacts team members' parents to remind them that valid passports are required for travel outside Canada for the month of June/July 2016.
- Travels with team, and acts as a chaperone during the entire event. Attends all events put on by the host country and/or AQHA with youth as a team, AND attends all Coach/Manager meetings held each day of the event to record decisions.
- Assists team with decorating ideas, entertainment if required, and team clothing allocation. Ensures team sponsors are recognized by appropriate signage at the event and forwards team sponsors' information and logos to CQHA web master (and provincial/regional AQHA affiliates' web masters) for posting on their web sites.
- Finalizes all payments for team expenses. Ensures any monies due to team members are paid out appropriately.
- Completes a written final financial statement for the CQHA Board of Directors and forwards, along with a cheque to close out the team's bank account, to the CQHA President by December 31, 2016.
- Upon selection as Team Manager, he/she will be asked to complete an application agreement with the CQHA including a criminal background check. He/she will be responsible for providing the necessary documents to be able to travel outside the country during the 2016 Youth World Cup.