ADMINISTRATOR IN CHARGE (AIC)

The Administrator in Charge will be an additional person with most MESAC Varsity and Junior Varsity teams. Our Athletic program depends on our teachers who are passionate about creating positive experiences for our student athletes. The AIC is an unpaid and voluntary position and cannot be a parent or outside adult guardian. It must be a member of staff.

The AIC will be a staff member who will travel to the competitions / festivals with the teams but will not necessarily have coaching duties. They will be an extra person at the tournament to allow the coaches to coach and not have to worry about sideline issues.

The AIC will:

- Travel out of Dubai (as required) to the competition/festival;
- Be aware of the coaches responsibilities and assist as much as possible as required by the coach.
- Be responsible for keeping medical records of all travelling athletes/squads;
- In conjunction with the coach, collect student participation paperwork, visa requirements and medical forms before the trip departs;
- Be responsible for nightly curfew phone calls to all DAA participants;
- Take any additional responsibilities away from the coach that do not directly affect the coaching/playing arena;
- In conjunction with medical staff look after any injuries/sickness of DAA athletes and participants – this may include trips to hospitals or medical facilities and contacting parents regarding this matter;
- Be responsible for behavior control (as necessary) which may include organizing flights for students and travelling home with them if they are suspended from the competition/ festival;

For AIC’s who travel outside of Dubai for competitions and festivals (Abu Dhabi, Muscat, Doha and New Delhi) are provided with the following:

- Transport transfers
- Hotel accommodation in a private single room
- Return air flights (Muscat, Doha and New Delhi only)
- A daily per diem of 125Dhs for personal food and beverages