

Athletics Alberta Team Staff Selection Policy

1. Introduction

Coaches and Managers will be selected based on qualification, certification, experience, and the ability to work within a team to create an optimal environment for the performance of Athletics Alberta athletes.

2. Eligibility

Applicants must:

- Be a member in good standing with Athletics Alberta
- Have demonstrated repeated commitment to:
 - Athletics Alberta Programs
 - Provincial Club and/or School Programs
- Complete the application process
- Be accepted and ratified by the board of directors

3. Principles of Selection

- Integrity is the foundation for all other considerations in team staff selection and overrides all other principles
- A team coach or manager will be beyond reproach in his/her professional and personal behavior when selected to an Athletics Alberta Provincial Team and while representing the Athletics Alberta team according to our Code of Conduct and Ethics
- Inappropriate behaviour or actions at any time will result in the Coach member being sent home and relieved of their coaching responsibilities, and the incident may impact future team selection
- The role of team coach or manager carries with it the responsibility for integrity in all activities associated with Athletics Alberta including those of the Member Clubs and other affiliated groups
- Experience includes previous appointments to Provincial Teams as well as experience at the Club/School level

4. General Criteria

- Appropriate NCCP requirements
- Excellent communication skills

- Administrative skills
- Knowledge of the structure of Athletics Alberta
- Proven fiscal responsibility
- Desirable Attributes - initiative, reliability, commitment, etc
- Demonstrated ability to stay calm and positive in stressful situations
- Related coaching or administrative experience
- Demonstrated leadership and role-modelling

5. Team Roles

- Head Coach
- Assistant Coach
- Team Manager

6. Responsibilities

- Head Coach
 - Responsible for all decisions made regarding the team, individual athletes, support staff and staying within budget
 - Coordination of team and staff
 - Chair of team selection process
 - Ensure that team members are aware that good conduct as a representative of the Province is expected
 - Set and enforce team rules (supported by team staff)
 - Chair team meetings, coach and manager meetings
 - Direct and write appeals and protests (competition specific)
 - Report to the Executive Director on performances and results, including team scores, disciplinary actions, budget, expenses and recommendations
 - Finalize reports and financial statements
 - Other duties as assigned by the Executive Director
- Assistant Coach
 - Assist in team selection when required
 - Assist athletes in the technical aspects of their events
 - Assist the Head Coach at all technical meetings when required
 - Ensure that team members are aware that good conduct as a representative of the Province is expected
 - Enforce team rules as set out by the Head Coach
 - Monitor team results
 - Assist in the planning and implementation of Team training opportunities as required
 - Other duties as assigned by the Head Coach

- Team Manager
 - Consult with the Head Coach on specific duties before, during and after the event
 - Contact team members and inform them of all travel and accommodation arrangements
 - Compile staff and athlete data
 - Submit team entries before deadline
 - Arrange transportation
 - Secure and distribute team uniforms
 - Schedule meetings and book facilities
 - Arrange for medical kit and ice on site
 - Record athlete performances and team score and forward to Athletics Alberta office
 - Authenticate any performance records by using appropriate form and official results
 - Communications support
 - Enforce team rules as set out by the Head Coach
 - Finalize reports and financial statement with the Head Coach
 - Distribute and collect evaluation forms
 - Provide individual event report on positives, negatives, disciplinary problems/actions and future improvements
 - Provide administrative support for compilation of final reports
 - All other duties assigned by the Head Coach
 - Supported by Athletics Alberta Staff

7. Accountability and Reporting

- The Head Coach is responsible to the Executive Director for the accomplishment of his/her mandate and conduct.
- The Assistant Coach is responsible to the Head Coach for the accomplishment of his/her mandate and conduct.
- The Team Manager is responsible to the Head Coach for the accomplishment of his/her mandate and conduct.

8. Team Staff Expectations

- Team Staff of Athletics Alberta are to assist in the successful preparation, participation and performance of the athletes in the competitions and related activities.
- It is expected that the Team Staff of Athletics Alberta will project a very positive image of Alberta and be outstanding ambassadors of our Province.
- Under the leadership of the Head Coach, each member of Team Alberta members should demonstrate:

- good sportsmanship
- spirit of fair play and team spirit
- co-operation
- friendship
- respect for other people's rights
- respect and adherence to the rules and regulations established by the host community and Team Alberta

9. Minimum Coaching Requirements for Specific Teams

- Canada Summer Games
 - Head Coach - Performance Coach Certified
 - Assistant Coaches - Performance Coached Trained
 - Team Manager - Sound administrative experience
 - Para-Athletics Coach - Club Coach Certified + Coaching Athletes with a Disability eLearning Course (Selected in conjunction with WSA)
 - Special Olympics Coach - Club Coach Certified + Special Olympics Canada Competition Introduction eLearning Course + Special Olympics Alberta Competition Course (Selected by SO Alberta)
 - ALL: Competition Management for Canada Summer Games eLearning Course

- Legion National Championships
 - Head Coach - Performance Coach Trained
 - Assistant Coaches - Club Coach Certified
 - Team Manager - Sound administrative experience

- Alberta Summer Games
 - Head Coach - Club Coach Certified
 - Assistant Coaches - Sport Coach Certified or Club Coach Trained
 - Team Manager - Sound administrative experience

10. Event Selection Criteria

- Refer to www.athleticsalberta.com