



Final March 7, 2016

Coach and Manager Application for 2016 Sask Summer Games

The 2016 Saskatchewan Summer Games are a Provincial Multi Sport Event held every 4 years and will take place in Estevan from July 24 to 30. Swimming will be in the 2nd half of the Games with competition starting July 28. Teams will travel from their district to Estevan on July 27. Each district is allowed a team complement of 2 coaches and 1 manager. The coach and manager will be selected from those qualified. Both the coach and manager positions are volunteer positions; no remuneration or honoraria is paid however the Sask Games District registration fee is covered for coaches and managers,

NOTE: Each district team will also consist of Special Olympic swimmers, therefore Special Olympics Saskatchewan will select a coach and manager for the Special Olympic swimmers on the team.

Complete technical package can be found at: <http://www.swimsask.ca/winter/winter-competitions/games.html>

Coach and Manager Selection Criteria:

NOTE: All coaches and Managers are required to complete a Criminal Record Check AND a Vulnerable Sector Check. Candidates are encouraged to submit these at time of application. If this is not possible, then they must be submitted within 30 days after being notified as a potential coach or manager. Final selection will only be confirmed upon receipt of these documents. Swim Sask will accept any CRC and VSC done since July 15, 2015

All coaching staff must also have successfully taken the Making Ethical Decisions (MED) Online evaluation and be considered MED Evaluated; which is one of the requirements to be fully certified. In addition, all coaches must have already taken the Respect in Sport Online Training.

Head Coach The person named as the Head Coach must be fully certified Fundamentals Coach as per the National Coaching Certification Program (NCCP).

Assistant Coach The person named as the Assistant Coach must have attended 100% of a Swimming 101 Fundamentals Course.

Team Manager – The Team Manager is not required to have any coaching certification, however coaching credentials would be considered an asset.

The Coaches and Manager are also chaperones for the swimmers and MUST stay in the Athletes Village and therefore must be of the opposite gender as per the technical package.

The Head Coach will be selected first followed by the Assistant Coach. This will then determine the gender of the Manager as the Team Manager must be of a different gender than the coaching staff should the coaching staff be of the same gender. Should the coaching staff be of different genders then the Team Manager may be of either gender.

Those interested in being considered for selection as a coach or manager, are to submit the Application for Selection Form found on page 3 of this document no later than **Wednesday March 30, 2016** to Swim Saskatchewan by emailing to: marjwalton@swimsask.ca



District Coach Roles and Responsibilities

Prior to the games

- Review the Swimming Technical Package for the Games and ensure that you understand it and know it.
- Once Meet Package is sanctioned review it and ensure that you understand it and know it.
- Contact the Sport, Recreation and Culture District office to introduce yourself.
- Select the District Swim Team and notify the said athletes of their selection.
 - Swim Sask will write the Athlete Selection Criteria, collect the Intent to Participate forms from the swimmers, and then will provide you with the forms for those swimmers in your district that wish to be considered for selection. Swim Sask will also produce the necessary Hytek ranking reports for you and/or will provide you with a Team Manager file for your district in order to do the selection and entries.
- Determine any District activities that you may want to have prior to the games (i.e. group training sessions, meet and greet session etc.)
- If holding a group training session is not doable then consider traveling to the home club of the swimmers to get to know them and work with them a bit.
- If once all initial District selections are completed, if there are any “Fill Policy” athletes eligible, then select and notify those athletes as well.
- Submit the entries for the games by the entry deadline date and in the prescribed manner as per the sanctioned meet package.
- After finalizing the district team, in conjunction with the Swim Team Manager, work with your District to ensure the items below are completed:
 - Uniform sizing
 - Online registration
 - Collection of participant fees
 - Provide team members with information applicable to the team’s participation in the Games, including transportation, pep rallies or staging events.
 - Finalize rosters and submit to the District representative.

During the Saskatchewan Games

- **All coaches and managers must stay in the athlete’s village with their teams to ensure the safety and wellbeing of their teams. Coaches, along with support of the Team Manager, will supervise their teams during their stay in the athlete’s village and the host community.**
- Coach their District team at the Saskatchewan Games and abide by all swimming rules and conduct of a swimming competition.
- Co-ordinate and travel with the team to the host community on the transportation provided by the Saskatchewan Games Council.
- Ensure that all team members understand the Code of Conduct and that they comply with the Code of Conduct and the regulations established by the host community. The coaches are responsible for team discipline travelling to and from the games as well as during the games.
- Upon departure ensure the rooms are clean and respectful.

District Manager Roles and Responsibilities

- **All coaches and managers must stay in the athlete’s village with their teams to ensure the safety and wellbeing of their teams. Team Managers, along with support of the coaches, will supervise their teams during their stay in the athlete’s village and the host community.**
- The main role of the Team Manager is the care and comfort of the swimmers and to ensure that they are behaving appropriately and abiding by the Code of Conduct and of their whereabouts during the games.
- After the district team is finalized, with support from the coaches, work with the District to ensure the items listed above are completed. (Uniform sizing, online registration, collection of participant fees etc.)
- Assist the Head Coach with administrative functions and support the Head Coach whenever possible.



Final March 7, 2016

2016 Saskatchewan Games
Coach and Manager Application for Selection

Must be submitted by March 30, 2016

I am interested in the position of: (Indicate by check mark in the one or more positions you are interested in participating)

I understand that if selected, I am required to complete a Criminal Record Check (CRC) AND a Vulnerable Sector Check (VSC). Candidates are encouraged to submit these at time of application if possible. Swim Sask will accept any CRC and VSC done since July 15, 2015

If I do not submit at time of application, then I understand that I must submit within 30 days after being notified as a potential coach or manager and that my position is only finalized/ confirmed upon receipt of these 2 documents.

I also understand that if selected as either a coach or the manager that I MUST stay in the Athlete's village during the games to ensure the safety and wellbeing of the swimmers and that I will supervise the team during their stay in the athlete's village and the host community.

Please consider me for the following position (s) for the 2016 Sask Games. You may check more than one; please check all boxes that you are willing to be selected for.

Head Coach: _____ Assistant Coach: _____ Team Manager: _____

Name: _____

Name of Club you are associated/coach for: _____

District you currently reside in: _____

District you wish to be considered for: _____

Email address: _____ Phone: _____

Signature: _____ Date: _____

This completed and signed form must be returned to marjwalton@swimsask.ca **no later than Wednesday March 30, 2016.** Form may be scanned and emailed to the above address or faxed to: 306 525-4009