



2019 Western Canada Games Team Saskatchewan Coaching Staff Selection

Team:	Team Sask 2019 Western Canada Games
Competition:	2019 Western Canada Games, Swift Current, SK
Competition Dates:	August 9 - 13, 2019
Tour Dates:	August 4 to August 13, 2019
	Staging camp in Moose Jaw, SK: August 4 to 8, 2019
	Travel & Training in Swift Current, SK: August 8, 2019
	Western Canada Games Competition: August 9 to 13, 2019
	Departure from Games: August 13, 2019
	No coach will be permitted to leave the team until after the Open Water and Team debrief on August 13 th .
Athlete Team Size:	Olympic eligible (Able-bodied): Maximum of 14 Females and 14 Males (28 Total) Para-Swimmers: Maximum of 2 Females and 2 Males (4 Total) Special Olympics: Maximum of 2 Females and 2 Males (4 Total) //36 Athletes
Coaching Staff:	Maximum of 5 – of which, one coach must be female, and one coaching position will be selected by Special Olympics Saskatchewan
Team Manager:	One Team Manager position – may be a coach, parent, or volunteer There will also be a Manager for Special Olympics

1. Coach Eligibility:

- 1.1. As per the [Western Canada Games Swimming Technical Package](#); to be eligible to attend the Western Canada Games as Head Coach, one must be either Level 2 Age Group Coach certified, or Level 3 Senior Coach in Training, having completed Swim 301. Coaching certification must be complete no later than ninety (90) days before the opening of the Games.
- 1.2. As per the [Western Canada Games Swimming Technical Package](#); to be eligible to attend the Western Canada Games as an assistant coach, one must be Level 2 Age Group Coach In-Training, having completed Swim 201 and the Making Ethical Decisions online evaluation. Coaching certification must be complete no later than ninety (90) days before the opening of the Games.
- 1.3. As per the [Western Canada Games Swimming Technical Package](#); to be eligible to attend the Western Canada Games as the Special Olympics Coach, one must be Level 1 Fundamentals Coach Trained and have completed the Special Olympics Canada Competition Introduction course, and the Making Ethical Decisions online evaluation. Coaching certification must be complete no later than ninety (90) days before the opening of the Games.





- 1.4. Coaches must be fully registered coach and member in good standing with Swim Sask, Swimming Canada, and the CSCTA. Special Olympics coaches must also be registered with their Special Olympics Saskatchewan.
- 1.5. To be considered eligible for selection, coaches must have completed the Coach of Record Form and submitted it to Swim Saskatchewan office prior to April 17, 2019. Coach of record form on last page.
- 1.6. All staff must follow the roles and responsibilities as defined by the Saskatchewan Games Council, sections 3 to 7 of this document, which includes residing in the Athletes' Village and help look after/chaperone all the swimmers (Able body, Para and SO) while in the village.

2. Olympic & Para-Swimming Coach Selection:

This selection process applies to Olympic and Para-Swimming coaches only.

Special Olympics coaches will be nominated by Special Olympics Saskatchewan and be designated one coaching position on staff.

- 2.1. Coaches who meet Coach Eligibility criteria as listed above and in the 2019 Western Canada Games Swimming Technical Package and are coach of record of a selected swimmer will be considered first. Coaches will be ranked highest to lowest based on the total number of athletes the coach has on the team and that she/he is coach of record for.
- 2.2. If coach selection 2.1 does not fill the coaching staff, then coaches who meet the eligibility criteria as listed above and in the 2019 Western Canada Games Swimming Technical Package and are not the coach of record of a selected swimmer, but did have a swimmer meet the minimum eligibility requirement for selection will be considered second. Coaches will be ranked highest to lowest based on the total number of athletes the coach has eligible for the team and that she/he is coach of record for.
- 2.3. If coach selection 2.1 and 2.2 does not fill the coaching staff, then coaches who do not meet the criteria as listed in the 2019 Western Canada Games Swimming Technical Package but have a minimum of NCCP Level 2 In Training (or equivalent as determined by the CAC), and are coach of record of a swimmer may be provisionally selected. Coaches will be ranked highest to lowest based on the total number of athletes the coach has on the team and that she/he is coach of record for.
- 2.4. In the event that 2.3 must be used to fill the staff, coaches will be considered provisionally nominated for selection. Coaches can only be officially named to the team once a request for exemption is granted from the Saskatchewan Games Council, Team Sask Chef de Mission and the Western Canada Games Council. Please note, a coach can only receive an exemption once, so if a coach was given an exemption at a previous Western Canada Games, she/he will not be granted another exemption.
- 2.5. The Head Coach will be selected by the Swim Saskatchewan 2019 Western Canada Games Selection Committee from those coaches eligible through 2.1, 2.2, and 2.3. A written letter must accompany the Coach of Record Form indicating why the candidate wishes to be Head Coach of the 2019 Western Canada Games Team and what they intend to bring to the role.
- 2.6. In the event of a tie within 2.1, 2.2, 2.3, the coach of record of a swimmer with the highest percentage of NDTP ID Points score will be selected (see 2019 Western Canada Games Team Saskatchewan Athlete Selection).



- 2.7. If criteria 2.1 to 2.6 do not fill the coaching staff, and there are still coaches who wish to participate as an Assistant Coach that meet the requirements listed in the 2019 Western Canada Games Swimming Technical Package, they may apply using the Coach of Record form to Swim Saskatchewan for any remaining positions by April 17, 2019.
- 2.8. All selected coaches need to ensure their availability to represent Team Sask throughout staging camp and the games (August 4th to August 13th). Please contact Swim Sask Provincial Coach Aaron Maszko to discuss any foreseen circumstances prior to April 17, 2019 if this commitment cannot be made.
- 2.9. Selected coaches must provide a valid Police Record Check (PRC) to Swim Saskatchewan prior to June 1, 2019

3. Roles and Responsibilities of Coaches and Managers as defined by Sask Games Council

The role of coaches and managers is to ensure the successful preparation, participation, and performance of the athletes in the competitions and activities of the 2019 Western Canada Games.

It is expected that the coaches and managers will project a very positive image of Saskatchewan and be outstanding ambassadors of our province.

Under the leadership of the Chef de Mission, coaches and managers will demonstrate:

- Intensity in competitive performance to achieve the best results
- Good sportsmanship & spirit of fair play
- Co-operation & friendship
- Respect for others
- Adherence to the rules and regulations established by the Host and Team Sask
- Team Spirit

Pre-Games Responsibilities:

- Familiarize yourself with the Swimming Technical Package and other information for swimming
- Aware of deadlines in regards to participant registration, uniform ordering, etc.;
- Assist the Team Manager and Swim Sask Office with the administration of the team including registration, uniform allocation, finances and transportation;
- Assist the Team Manager and Mission staff and the host society with accreditation and accommodation procedures
- Liaison with assigned Mission Staff;
- Adhere to requests from Mission Staff or Team Sask Leadership Team;
- Maintain close liaison with mission staff prior to, during and immediately following the Games;
- Be familiar with the roles and responsibilities of the members of the mission staff;
- Ensure that all athletes and their parents are aware of the Team Sask Code of Conduct;
- Agree to and sign the Saskatchewan Games Council Team Sask Member Agreement;
- Participate in an anti-doping and drug-testing procedures and information session;
- Attend Team Sask Coaches and Managers meetings & any Team Sask Functions prior to the games (The next Team Sask Coach/Manager and Mission Staff meeting will be held in Davidson in May/June 2019 TBD).



During the Games Responsibilities:

- Must reside in the Athletes' Village and must help chaperone and look after the athletes while in the village.
- Coach, manage and prepare athletes for maximum performance at the Games both on and off the field in a fair and sportsman-like manner;
- Attend all technical meetings practices, coach/managers meetings and competitions
- Be punctual for competitive events;
- Aide by the rules, regulations and policies of the Games Host Society
- Take responsibility for the conduct of the swimmers and be responsible for team discipline during the games and while traveling to and from the games;
- Ensure that all of the athletes and coaches are aware of the Team Sask Code of Conduct;
- Ensure that all team members comply with the rules and regulations established by the Host Community and Team Sask
- Ensure appropriate behaviour of team members while at the Games;
- Administer discipline for minor infractions (Head Coach)
- Meet with assigned Mission Staff on a daily basis to receive messages and updates;
- Follow and enforce Team Sask Dress Code;
- Attend Team Sask official activities and ceremonies and ensure that the team participates in all official games functions including opening ceremonies, sport opening ceremony and all other technical meetings, practices and competitions for their sport;
- Meet requests of the Host Community, and Team Sask mission staff;
- Maintain close liaison with mission staff prior to, during and immediately following the Games;
- Provide input and feedback to the Chef de Mission regarding the Games;
- Report any major conduct infractions immediately to a mission staff member;
- Promote positive image of Saskatchewan and the sport of swimming;
- Ensure that athletes have an enjoyable and rewarding experience;
- Participate in activities and specifically hosted events for the benefit and enjoyment of coaches and managers;

Post Games Responsibilities:

- Complete any follow up reports requested by Swim Sask, Sask Games Council or Swift Current Host Society
- Advise Swim Sask of any disciplinary issues



4. Roles and Responsibilities of the Head Coach and Assistant Coaches, as defined by Swim Saskatchewan for 2019 Western Canada Games

Head Coach

- Work with Swim Saskatchewan to prepare and organize camps, staging, and preparation experiences for the 2019 Western Canada Games athletes and staff.
- Work with Swim Saskatchewan to gather information and assess the strength and weaknesses of the athletes selected to the team
- Work with the staff and home coaches to select individual and relay events for all athletes at the Games (The Head Coach has final say for all Team Sask entries, relay entries, relay substitutions, and event scratches)
- Work with Swim Saskatchewan, Assistant Coaches and athletes in designing Staging Camp practice schedule, team activities, and training groups
- Work with Assistant Coaches to design warm-up and warm down protocols for athletes while at the Games
- Assess staff behaviour in accordance with the Swim Sask Code of Conduct and report to Swim Saskatchewan as necessary
- Lead staff meetings, provide objective information and observations for coach consideration and implementation
- Communicate through Swim Saskatchewan with parents and Swim Saskatchewan with regards to travel plans, expenses, etc., associated with travel, Staging Camp and the Games
- Adapt Sask Games Council Mission and Vision statements for Team Sask Swimming
- Work with Assistant Coaches to develop team-oriented performance and process goals, as well as strategies to achieve these goals
- Listen to team member feedback
- Be open to constructive feedback provided by staff and athletes
- Work with Swim Saskatchewan and the Team Manager to coordinate meals and snacks while at Staging Camp and Games
- Lead daily athlete briefing and debrief sessions
- Attends all pertinent 2019 Western Canada Games meetings leading up to the games and all coaches' meetings
- Assign dress code for staff and athletes while at Staging Camp and the Games
- Determine and communicate through Swim Saskatchewan team departure times while at Staging Camp and the Games

Assistant Coach

- Be open to constructive feedback provided by staff and athletes
- Support all Head Coach decisions while on deck or when working with athletes. Any disagreements with the Head Coach/staff to be discussed and settled privately during daily staff meetings while at Staging Camp or the Games.
- Attend all coaches' meetings
- Will coach any athlete group assigned by the Head Coach



5. Amendments and Unforeseen Circumstances

- 5.1. In the event of unforeseen or unusual circumstances, as determined by the Swim Sask 2019 Western Canada Games Selection Committee and/or Board of Directors, the committee shall have full discretion to resolve the matter as it sees fit, taking into account factors and circumstances that it deems relevant. Any such exercise of discretion shall be subject to the Canadian administrative law principles of fairness.

6. Changes to this Document

- 6.1. Swim Sask and/or the 2019 Western Canada Games Selection committee, reserves the right to make changes to this document at its discretion up to and including April 10th, 2019. Any changes to this document shall be communicated directly to all Coaches and clubs and published on the Swim Sask website.

7. Appeals

- 7.1. Appeals from any decision of the Selection Committee shall be as permitted in the Swim Saskatchewan Dispute Resolution Policy, M-6 and Appeals Policy, M-7.

8. Selection Committee:

- 8.1. There will be 3 persons appointed to the selection committee for 2019 Team Sask Western Canada Games. One of which will be the Swim Sask Executive Director Marj Walton, one will be the Swim Sask Provincial Coach Aaron Maszko, and then one other designate.

