



2017 Canada Summer Games Team Manitoba

Coaching Staff Selection

Document current as of 17 March 2017

Team:	Team Manitoba 2017 Canada Summer Games		
Competition:	2017 Canada Summer Games, Winnipeg MB		
Competition Dates:	August 8 to 13, 2017		
Tour Dates:	Staging camp in Grand Forks ND USA:	Aug 2 to 5, 2017	
	Games travel & training in Winnipeg MB	Aug 5 to 7, 2017	
	Canada Summer Games Competition:	Aug 8 to 13, 2017	
	Closing Ceremonies & departure:	Aug 13, 2017	
Athlete Team Size:	Olympic eligible (Able-bodied): Maximum 12 Females and 12 Males (24 total) Paralympic: Maximum of 2 Females and 2 Males (4 total) Special Olympics: Maximum of 2 Females and 2 Males (4 total) Total = 32 Athletes		
Coaching Staff:	Maximum of 5 – of which, one coach must be female, and one coaching position will be designated for Special Olympics Swimming – designated Melissa Diamond		
Team Manager:	One Team Manager Position – by application – designated Matt Erhard One Special Olympics Position – opposite gender of Special Olympic coach		
Team Leader:	One Head Coach Position – by application – designated Craig McCormick		

1. Coach Eligibility:

1.1. As per *Canada Games Swimming Technical Package*; to be eligible to attend the Canada Games as an assistant coach, one must be Level 3 or Competition Development Coach “trained” no later than 90 days prior to the opening of the Games which is April 28, 2017

1.2. Coaches must be members in good standing with Swim Manitoba, SNC and CSCTA

1.3. To be considered eligible for selection, coaches must have completed the Coach of Record Form and submitted it to Swim Manitoba office prior to March 30, 2017. Coach of record form on last page

1.4. Follow the roles and responsibilities as defined by the Manitoba Games Council on pages 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



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2. Coach Selection:

2.1. Coaches who meet Coach Eligibility criteria as listed above and in the 2017 Canada Summer 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 2017 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 2017 Canada Games Swimming Technical Package but have a minimum of NCCP Level 2 certification (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 eligible for 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 Manitoba Games Council, Team Manitoba Chef de Mission and the Canada Games Council on or before April 28, 2017. Please note: a coach can only receive an exemption once, so if a coach was given an exemption at a previous Canada Games, she/he will not be granted another exemption.

2.5. In the event of a tie within 2.1, 2.2, 2.3, the coach of record of a swimmer with the highest cumulative FINA performance points score will be selected. (See 2017 Canada Summer Games Team Manitoba Athlete Selection)

2.6. If criteria 2.1 to 2.5 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 2017 Canada Games Swimming Technical Package, they may apply directly to Swim Manitoba for any remaining positions.

2.7. All selected coaches need to ensure their availability to represent Team Manitoba throughout staging camp and the games (August 2nd to August 13th). Along with 2 training camps and Team bonding events to be held between April 1st and July 31st, 2017. Please contact Swim Manitoba to discuss any foreseen circumstances prior to March 30th, 2017 if this commitment cannot be made.





3. Roles and Responsibilities of Coaches and Managers as defined by Manitoba 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 2017 Canada Summer Games.

It is expected that the coaches and managers will project a very positive image of Manitoba 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 performance
- Good sportsmanship and spirit of fair play
- Co-operation and friendship
- Respect for others
- Respect and adherence to the rules and regulations established by the Host and Team Manitoba
- Outstanding Team Spirit

Pre-Games Responsibilities:

- Familiarize yourself with the Swimming Technical Package and other information for swimming
- Aware of deadlines in regards to participant registrations, uniform requirements, etc.
- Assist the Team Managers and Executive Director with the administration of the team including registration, uniform allocation, finances, transportation and logistics
- 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 Manitoba Executive Team
- Maintain close liaison with Mission Staff prior to, during and immediately following Games
- Be familiar with the roles and responsibilities of the members of the Mission Staff
- Ensure all athletes and their parents are aware of the Team Manitoba Code of Conduct
- Agree to and sign the Manitoba Games Council Team Manitoba Member Agreement
- Participate in an anti-doping and drug testing procedures and information session
- Attend Team Manitoba Coaches and Managers meetings and any Team Manitoba Functions prior to the games

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



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- Attend all technical meetings, practices, coach/manager meetings and competitions
- Be punctual for competitive events
- Abide 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 athletes and coaches are aware of the Team Manitoba Code of Conduct and have submitted their signed copy to Swim Manitoba
- Ensure that all team members comply with the rules and regulations established by the Host Society, Community and Team Manitoba
- Ensure appropriate behaviour of team members while at the Games
- Administer discipline for minor infractions with consultation with the Head Coach
- Meet with assigned Mission Staff on a daily basis
- Check in at Swim Manitoba Mission Office twice per day to receive messages, information and updates
- Follow and enforce Swim Manitoba's dress code
- Attend Team Manitoba official activities and ceremonies, sport opening/closing ceremony and all other technical meetings, practices and competitions for their sport
- Meet requests of the Host Community and Team Manitoba Mission Staff
- Maintain close liaison with Mission Staff prior to, during and immediately following the Games
- 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 Manitoba, Manitoba Games Council or Manitoba Host Society
- Advise Swim Manitoba of any disciplinary issues

4. Roles and Responsibilities of the Team Leader, Head Coach, Assistant Coaches, as defined by Swim Manitoba for 2017 Canada Summer Games

Team Leader

- Prepare and organize camps, staging and preparation experiences for the 2017 Canada Games athletes and staff
- Work with the Head Coach to gather information and assess the strength and weaknesses of the athletes selected to the team
- Assess staff behaviour in accordance with the Swim Manitoba code of conduct





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- Monitor, assist and mentor coaching staff while at Staging camp and at the Games
- Provide constructive feedback to Head Coach and Assistant Coaches with regards to athlete preparation, athlete – coach interactions and coach to coach interactions
- Lead coaches meetings, provide objective information and observations for coach consideration and implementation
- Communicate with manager for parents and swimmer communications regarding travel, expenses, team activities, staging camp and Games
- Work with Head Coach and Assistant Coaches to develop team oriented performance and process goals, as well as strategies to achieve these goals
- Listen to team member feedback
- Create follow up reports and survey coaches following Staging Camp and Games
- Work with Team Manager to coordinate meals, snacks, activities while at Staging Camp and Games
- Any additional responsibilities will be performed or delegated by the Team Leader

Head Coach

- Work with the Team Leader to gather information and assess the strength and weaknesses of the athletes selected to the team
- Work with the Team Leader and home coaches to select individual and relay events for all athletes at the Games – Head Coach has final say for all Team Manitoba entries, relay entries, relay substitutions and event scratches
- Work with the Team Manager and Team Leader to assess and assign disciplinary action based on Swim Manitoba's guidelines and athlete code of conduct for poor behaviour
- Lead team meetings with athletes and staff, develop team comradery during pre-games camps, Staging camp and the Games
- Lead daily staff meetings during Staging camp and at the Games
- Be open to constructive feedback provided by staff and athletes
- Work with Assistant Coaches, Team Leader and Athletes in designing Staging Camp practise schedule, team activities and training groups
- Work with Assistant Coaches and Team Leader to design warm up and warm down protocols for athletes during Staging camp and at the Games
- Lead daily athlete briefing and debriefing sessions
- Attends all pertinent 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 team departure schedules while at Staging camp and the Games





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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
- Coach any group or process 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 Manitoba 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 Manitoba and/or the 2017 Canada Games Selection committee, reserves the right to make changes to this document at its discretion up to and including April 23, 2017. Any changes to this document shall be communicated directly to all Coaches and clubs and published on the Swim Manitoba website.

7. Appeals

7.1. Appeals from any decision of the Selection Committee shall be as permitted in Swim Manitoba Dispute Resolution Policy

8. Selection Committee

8.1. There will be 3 persons appointed to the selection committee for the 2017 Team Manitoba Canada Games. One of which will be the Executive Director of Swim Manitoba, one will be the Competition Hosting Committee Chair and then one other designate.





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2017 Canada Summer Games Coach of Record Form

This form must be completed by any coach that would like to be considered eligible for selection to the 2017 Canada Summer Games Swim Manitoba Coaching Staff

**This form must be completed and submitted to Mark Fellner, Executive Director Swim Manitoba no later than 12 Noon, Thursday March 30, 2017. Submit completed form via email or regular mail to Mark at: Swim.ed@sportmanitoba.ca
Forms will only be accepted if they are signed by both the coach and the President/Board member.**

If form is not received, then it is assumed the coach is not eligible for selection.

Name of Coach:

Name of Club:

I coach the following Canada Games Target Squad Member Swimmers:

Names of Female Swimmers	Names of Male Swimmers

This certifies that I coach the above named swimmers.

Coach Signature

date

Signature of Club President/authorize Board Member

date

Please email this form to Mark Fellner at: swim.ed@sportmanitoba.ca

To arrive no later than 12 Noon, Thursday March 30, 2017

