



Saskatchewan Athletics
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2025 CANADA SUMMER GAMES

HEAD COACH APPLICATION FORM

Saskatchewan Athletics is accepting applications for the Head Coach of the 2025 Canada Summer Games that will be held in St. Johns, Newfoundland from August 16-24, 2025. Track is August 18-23.

All potential candidates are asked to submit a letter of intent outlining their desire to be Head Coach. In addition, applicants are required to submit the following forms that are included in this document.

Games policy requires all Head Coaches to be fully certified at Performance Coach in one discipline.

Please include any information that maybe useful in assisting the selection committee. Forward all documents to the Executive Director of **Saskatchewan Athletics to the office by 4:00pm on June 2, 2023.**

SASKATCHEWAN ATHLETICS TEAM STAFFING

Head Coach Selection Procedure

02/17

INTRODUCTION:

Coaches, like athletes and managers, are recognized and encouraged for their efforts. One such form of recognition is selection to a Saskatchewan Athletics Provincial Team Project.

Coaches are selected to Provincial Team Projects to help in establishing an optimal environment conducive to best performance for all team members. Coaches are leaders and team members and integral to the efficient and professional operation of a Saskatchewan Athletics Team Project.

Saskatchewan Athletics is committed to excellence in Athletics, which includes Coaching excellence.

ELIGIBILITY:

- Be a member in good standing with Saskatchewan Athletics.
- Have demonstrated repeated commitment to:
 - a) Saskatchewan Athletics programs in a Coaching role.
 - b) Provincial Club/School programs in a Coaching role.
- Having completed the application form.
- Individuals may apply separately for a Provincial Team project as Coach and Manager.
- The Board of Directors must ratify the appointment.

PRINCIPLES AND CRITERIA

The following principles and criteria will be used for selection of Head Coach to Provincial Teams.

PRINCIPLES:

- ... Integrity is the foundation for all other considerations in Head Coach selection and overrides all other principles.
- ... A Provincial Head Coach will be beyond reproach in his/her professional and personal behaviour when selected to a Saskatchewan Athletics Provincial Team.
- ... The title "Provincial Head Coach" carries with it the responsibility for integrity in all activities associated with Saskatchewan Athletics including those of the Member Clubs and other affiliated groups.
- ... Experience includes previous appointments to Provincial Teams as well as experience at the Club level.

CRITERIA:

- ... Appropriate NCCP requirements and Related Coaching experience
- ... Communication skills & Administrative skills
- ... Knowledge of the structure of Saskatchewan Athletics
- ... Fiscal responsibility and Composure
- ... Attributes *re* initiative, reliability, commitment, *etc*

SASKATCHEWAN ATHLETICS

Head Coach /Duties

02/17

1. General Responsibilities:

- 1.1 Ensure that the Technical Package (and current games handbook/general rules) be continually reviewed, and Chef-de-Mission advised of concerns.
- 1.2 Ensure that walkout and competitive uniform requirements are met.
- 1.3 Ensure that the team participates in all official games functions including opening and closing ceremonies, sport ceremonies, receptions and game related activities.
- 1.4 Attend all coaches/managers meetings, both prior to and during games.
- 1.5 Be punctual for competitive events.
- 1.6 Meet requests of the host community, Games Society and Team Saskatchewan mission staffs where applicable.
- 1.7 Ensure that all team members comply with the rules and regulations established by the Host Community, Games Society and Team Saskatchewan, where applicable.
- 1.8 Be aware of the proper protest procedure (sport & games specific).
- 1.9 Ensure appropriate behavior of team members while at the competition
- 1.10 Meet with assigned mission staff member on a daily basis where applicable.
- 1.11 Be responsible for team discipline during the competition and while traveling to and from the games.
- 1.12 Promote a positive image of Saskatchewan.
- 1.13 Endeavor to create an atmosphere wherein the athletes have an enjoyable and rewarding experience.

2. Specific Responsibilities:

- 2.1 Co-ordinate team and staff.
- 2.2 Delegate responsibilities for various activities. To include entry forms/deadlines, seed performances, travel and accommodation.
- 2.3 Chair the Team selection process.
- 2.4 Ensure that everyone is aware that good conduct as a representative of the Province is expected.
- 2.5 Set team rules (to be enforced by the team staff).
- 2.5 Chair team meetings, coach and manager meetings.
- 2.6 Official representative of team at scratch meetings.
- 2.7 Write appeals and protests.

- 2.9 Report to the Executive Director on outstanding performances, results, including team scores, disciplinary actions, budget, expenses and recommendations (refer to a) Code of Conduct or b) Conflict Resolution/Misconduct)
- 2.10 Responsible for all decisions made regarding the team, individual athletes, support staff and staying within budget.
- 2.11 Finalize reports and financial statement.
- 2.12 Other duties as assigned by the Executive Director.

Accountability:

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

Role:

The role of the Head Coach of Team Saskatchewan is to ensure the successful preparation, participation and performance of the athletes in the competitions and related activities.

It is expected that the Head Coach of Team Saskatchewan will project a very positive image of Saskatchewan and be outstanding ambassadors of our Province.

Under the leadership of the Head Coach, each member of Team Saskatchewan 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 Saskatchewan.

Saskatchewan Athletics
Coach Selection Application
(See Also Consent for Criminal Record Search)

Association/Club Name: _____

Name: _____

D/O/B: ____/____/____ SIN: _____

Address: _____ City: _____

Province: _____ Postal Code: _____

Phone: (Res.) _____ (Bus.) _____ (Email) _____

Team Selection

First Choice: _____ Second Choice _____

(Category i.e., Midget, Youth, Junior, Senior, Master, WCSG, CSG, Sask First, Tri-Prov Sr., High School, Squads)

If these choices were not available, would you accept a different position?

Yes _____ No _____ NCCP Certification Number: _____

National Coaching Certification (please fill out all applicable areas)

Technical/Practical Certification

Level I Year Attained:

Level II Year Attained:

Level III Year Attained:

Performance Coach Year Attained:

Theory

Level I Year Attained:

Level II Year Attained:

Level III Year Attained:

Level IV/V Year Attained:

Level IV/V Modules

	TEAM	CATEGORY	POSITION
20			
20			
20			
Other			

What is your coaching philosophy (attach sheet if necessary):

Coaching Resume

Please attach your personal resume, reflecting your coaching experiences and any other information which is not detailed in this application (i.e. employment, athletic experience, other interests etc.). Any additional information provided pertaining to the following would also be appreciated.

What is the anticipated role of your co-coaches, assistants, managers and trainers?

What would be some of your anticipated meets/training camps, etc.?

What are your team initiatives, objectives and goals?

References:

(List three references (i.e. Athlete 12 & over, parent, professional).

Name: _____

Address: _____

City/Town: _____ Postal Code: _____

Phone: Res: _____ Bus: _____

Name: _____

Address: _____

City/Town: _____ Postal Code: _____

Phone: Res: _____ Bus: _____

Name: _____

Address: _____

City/Town: _____ Postal Code: _____

Phone: Res: _____ Bus: _____

Please fill out the release of information slip attached.

Date: _____ Signature: _____