

2009 CANADA SUMMER GAMES – PRINCE EDWARD ISLAND

ONTARIO TEAM STAFF

The Ontario Track & Field Association is seeking nominations from members interested in serving on the coaching and managerial staff of Ontario's 2009 Canada Games team. The track & field portion of the Games is currently scheduled to take place in mid August.

The staff will consist of a Head Coach, who will serve as the Team Leader, one or two managers and four or five team coaches. The maximum staff size is eight and at least three of the staff, including two coaches, must be represented by each gender. In addition, one of the staff shall have as his/her main responsibility the paralympic athletes on the team. (Please note that this staff composition is subject to change pending further memoranda from the CSG Committee.)

All Staff must:

- be current members of the OTFA (2008) and maintain their memberships through 2009
- be publicly supportive of OTFA policies and programmes
- be actively involved in the selection and documentation of athletic team members
- attend all staff meetings, team camps, selection meets and the 2009 Games
- be willing to work cooperatively with other members of the Team Staff and to take on additional duties as requested by the Head Coach and as required to ensure a positive experience for all members of the team
- assist with supervision and management of the Team on and off the competition venue
- conduct themselves appropriately as representatives of the OTFA and the province of Ontario
- have a strong commitment to the team aspect of the competition
- uphold team expectations and report any problems to the Head Coach
- be willing to undergo a screening process, including police checks, as requested

All Coaching Staff will:

- be fully certified at Level III NCCP in Track & Field. (Coaches who have full Level II NCCP certification but who have not completed their full Level III certification are encouraged to apply with the understanding that they must have achieved Level III prior to the deadline set out by the Ministry (likely the early summer of 2009).
- be experienced at the appropriate level and actively coaching in the same event in which he/she is applying to coach
- be responsible for preparing team athletes in the event group for which he/she was chosen to achieve the best possible result
- submit, following the Games, a report covering his/her area of responsibility

The Head Coach will:

- serve as the Team Leader of the track & field delegation
- be responsible for the overall coordination of the team and the staff and their conduct
- be responsible to the Board of the OTFA
- assume a leadership role in the selection of athletes to the team
- assign duties to the team staff as required and oversee their completion
- ensure that athletes are entered correctly
- deal with all disciplinary actions required and report all such incidents to the Board

Team Coaches will:

- supervise all competitions and practices in his/her event group
- meet with event group athletes and outline team expectations
- be knowledgeable of the physical condition of athlete team members leading up to and during the Games and be ready to make recommendations for changes in entries as required
- be aware of rules, facilities and equipment in the event group area and use this knowledge to assist athletes to achieve best possible results

The **Manager(s)** will:

- have a proven record of team management and administration
- work closely with the OTFA Director of Technical Services and Coaching Staff prior to the Games and be informed about travel, accommodation, meals and other arrangements
- communicate all relevant information concerning schedules, travel, housing, etc. all team personnel leading up to and during the Games
- organize (at the request of the Head Coach) team and staff meetings and direct the administrative part of the meeting
- submit a report following the Games

Note: full job descriptions and a code of conduct will be available to selected staff at a later date.

Although all applications will be considered, preference in selection will be given to those members who have **not** served on both of the two previous Games (2001 AND 2005) team staffs (any province).

In addition to the eight staff indicated above, two female coaches and two male coaches will be selected as alternates. Where possible, these additional selected staff will be involved in team activities leading up to the Games.

Coaches: please apply by sending a resume outlining OTFA membership number, NCCP certification level, experience (including team staff appointments), athletes coached, event group you wish to be considered for, references (possibly an endorsement from the club) and any other information that would support your application.

Managers, please apply by sending a resume outlining OTFA membership number and managerial and administrative experience as would be relevant to the positions advertised. References would be helpful.

Please send resume by email to CSG Team Staff, c/o Director of Technical Services,
roman.otfa@cogeco.ca

DEADLINE FOR APPLICATIONS TO BE RECEIVED IS THURSDAY, MAY 15, 2008.