

Saskatchewan Athletics U16 & U18 Tri Province Roles & Responsibilities



HEAD COACH

BEFORE THE CHAMPIONSHIP

- Attend trials to assist office staff, manager, and event coaches with, “*Intent to Participate*” forms
- Direct and recruit athletes to fill out an “*Intent to Participate*” form at the Saskatchewan Athletics tent at trials
- Attend meeting with office staff, manager and event coaches
- Aware of technical information relevant to the competition
- Aware of transportation, accommodation, meal plans and other arrangements

DURING THE CHAMPIONSHIP

- Communicate and uphold the *Code of Conduct*
- Monitor athletes’ behaviour and act accordingly, if necessary
- Make sure athletes are aware of competition apparel
- Assist Manager with rooms checks
- Communicate with Manager if you need to fill out an *Incident Report*
- Stay updated with the team’s form of communication
- Assist Manager with team head counts
- Assist athletes with accessing bus shuttles
- Assist Manager with coordinating a team meal, if necessary
- Coordinate (with Manager and Event Coaches) a team meeting
- Assist Manager with team equipment
- Approach Manager with press information
- Coordinate with Manager if there is a protest
- Act as liaison with meet director and officials in the event of any disputes
- Obtain official results
- Attend technical meeting (discuss with Manager and event coaches)
- Assist event coaches with competition requests
- Responsible for arrangements designed to lead to the best possible performance and results for Team Saskatchewan in the competition (collaborate with event coaches)
- Stay up to date with athlete performances and results
- Responsible for the activities of event coaches
- Obtain relevant competition documents (technical rules, technical package, entry list, start list and results)
- Inspect competition venue and report and discrepancies with host

- Supervise athletes during and after competition
- Assist athletes during competition (event preparation, warm-up, and competition with the assistance of event coaches)
- Make any necessary changes of athletes in events (discuss with event coaches)
- Any additional duties assigned by Manager

AFTER THE CHAMPIONSHIP

- Complete Head Coach Report no later than 14 days after the competition and hand in to Saskatchewan Athletics office