

# Saskatchewan Athletics U16 & U18 Team Staff Roles & Responsibilities



## EVENT COACHES

### **BEFORE THE CHAMPIONSHIP**

- Direct athletes to submit "*Intent to Participate*" forms and other necessary paperwork
- Work with office staff, manager, and head coach to prepare for the championship as needed

### **DURING THE CHAMPIONSHIP**

- Communicate and uphold the *Code of Conduct*
- Monitor athletes' behaviour and act accordingly, if necessary
- Communicate with Manager if you need to fill out an *Incident Report*
- Stay updated with the team's form of communication
- Assist athletes with accessing bus shuttles
- Coordinate (with Manager and Head Coach) a team meeting
- Attend technical meeting (discuss with Head Coach)
- Assist Head Coach in arrangements to lead to the best possible performance and results for Team Saskatchewan in the competition
- Stay up to date with athlete performance and results
- Supervise athletes during and after competition
- Provide athletes with all technical information they should know prior to event
- Assist athletes during competition (event preparation, warm-up, and competition)
- Any additional duties assigned by Head Coach

### **AFTER THE CHAMPIONSHIP**

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