

SWIMMING

Coach/Team Manager Selection Criteria for each District Team

Competition: 2024 Saskatchewan Summer Games
Tour Dates: July 21 to July 24, 2024
Location: Bioclean Aquatic Centre, Lloydminster, Sask

Team size per District **Coaches and Team Manager:** 2 coaches and 1 manager
Athletes: 8 Female and 8 Male

**Each district must have a minimum of 1 coach/manager per gender.*

Coach and Manager positions are volunteer positions; no remuneration or honoraria is paid however the Sask Games District participation fee is covered for coaches and managers.

Sask Games Code of Conduct, Discipline, Handbook etc. can be found [here](#) and the 2024 Sask Games Technical Package [LINK](#)

Coach Eligibility:

Minimum age requirements: All coaches must be a minimum of 18 years of age.

All Coaches wishing to be considered for selection must:

1. Complete and submit the Sask Games 2024 Intent to Participate Form ([link](#)) **no later than Thursday March 28, 2024**
2. Submit to Swim Sask a Criminal Record Check AND Vulnerable Sector Check if not already submitted to Swim Sask. (CRC/VSC previously submitted must have been dated Sept 2021 or later)
3. Meet the minimum NCCP Coach education as follows, no later than May 31, 2024
 - a. **Head Coach:** must be NCCP Fundamentals certified
 - b. **Assistant Coach:** must be:
 - Community Coach Trained
 - o Successfully completed Community Coach Course **AND** the Make Ethical Decisions Training Course (this course is run by the Coaches Association of Sask. List of upcoming courses can be found [HERE](#))
 - OR
 - Swimming Teacher Certified
 - o Lifesaving Society or Red Cross **AND** successfully completed MED Online Evaluation
 - OR
 - Have successfully taken the Swimming 101 Fundamentals course **AND** the Make Ethical Decisions Online Evaluation. Done via your account in “the Locker” at [Coach](#)
4. Successfully complete Respect in Sport for Activity Leaders online training certification. (certification is valid for 5 years).
5. Must remain as a registered member in good standing with their home club, Swim Sask, Swimming Canada and the Canadian Swim Coaches Association, up to and including the Games. **Summer club coach registration must be initiated by the club Registrar in the National Registration system and coach complete all consents no later than May 15, 2024**

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Team Manager Eligibility

Minimum age requirements: Team Manager must be a minimum of 18 years of age.

All persons wishing to be considered for selection must complete and submit the Sask Games 2024 Intent to Participate Form ([link](#)) **no later than Thursday March 28, 2024**

If selected:

1. Submit to Swim Sask a Criminal Record Check AND Vulnerable Sector Check if not already submitted to Swim Sask. (CRC/VSC previously submitted must have been dated Sept 2021 or later). If required by your local law enforcement agency, Swim Sask can provide you with a letter stating that you are a volunteer and why the VSC is needed.
2. Successfully complete Respect in Sport for **Activity Leaders** online training certification.

Selection

- The Head Coach will be selected first followed by the Assistant Coach. This will then determine the gender of the Team Manager as there must be representation of both genders on the staff team. Should the coaching staff be of different genders then the Team Manager may be of either gender.

District Coach Roles and Responsibilities

Prior to the games

- Contact the Sport, Recreation and Culture District office to introduce yourself.
- Review the Swimming Technical Package for the Games and ensure that you understand it and know it.
- Once Meet Package is sanctioned review it and ensure that you understand it and know it.
- Determine any District activities that you may want to have prior to the games (i.e. group training sessions, meet and greet session etc.) or if this not possible then consider traveling to the home club of the swimmers to get to know them and work with them a bit. Each district team will be allocated some funds from Swim Sask.
- Submit entries for the Games by the entry deadline date and in the prescribed manner as per the sanctioned meet package.
- After district team is finalized, in conjunction with the Team Manager and the District ensure the items below are completed by all team members:
 - Uniform sizing
 - Games Online registration
 - Provide team members with information applicable to the team's participation in the Games, including transportation, pep rallies etc.

During the Saskatchewan Games

- **All coaches and managers must stay in the athlete's village with their teams to ensure the safety and wellbeing of their teams. Coaches, along with support of the Team Manager, will supervise their teams during their stay in the athlete's village and the host community.**
- Travel with the team on the transportation provided by the Saskatchewan Games Council to and from the Games.
- Coach their District team at the Saskatchewan Games and abide by all swimming rules and conduct of a swimming competition.
- Ensure that all team members understand the [Code of Conduct](#) and that they comply with the Code of Conduct and the regulations established by the host community. The coaches are responsible for team discipline travelling to and from the games as well as during the games.
- Upon departure, assist Team Manager to ensure the rooms are clean and respectful.

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Team Manager Roles and Responsibilities

- **All coaches and managers must stay in the athlete's village with their teams to ensure the safety and wellbeing of their teams. Team Managers, along with support of the coaches, will supervise their teams during their stay in the athlete's village and the host community.**
- The main role of the Team Manager is the care and comfort of the swimmers and to ensure that they are behaving appropriately and abiding by the Code of Conduct and of their whereabouts during the games.
- Travel with the team on the transportation provided by the Saskatchewan Games Council to and from the Games.
- After the district team is finalized, with support from the coaches, work with the District to ensure the items listed above are completed. (Uniform sizing, online registration etc.)
- Assist the Head Coach with administrative functions and support the Head Coach whenever possible.
- Ensure that all team members understand the [Code of Conduct](#) and that they comply with the Code of Conduct and the regulations established by the host community. The coaches are responsible for team discipline travelling to and from the games as well as during the games.

Amendments and Unforeseen Circumstances

In the event of injury, illness, or unforeseen circumstances of a significant nature, as determined by the District Head Coach together with Swim Sask, 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.

Changes to this Document

Swim Sask reserves the right to make changes to this document at its discretion, which in its discretion are necessary, up to and including April 7, 2024. Any changes to this document shall be communicated directly to Coaches and Clubs and published on the Swim Sask website.