



Bowls Alberta



Team Manager/Coach for BCB 'Majors' Championships

All matters relating to the team are the responsibility of the Executive Director and/or the Bowls Alberta (BA) Board. To assist with matters prior to the Majors and while the team attends the Majors a team manager and/or a coach shall be appointed. The following lists outline but may not be comprehensive, the duties of the Team Manager/Coach that accompanies the Alberta team. The Team manager's overall role is to respectfully assist the players if and as required.

Selection of Team Manager:

1. At minimum six weeks prior to the Pairs/Fours Championships a request for expressions of interest will go to all clubs asking interested parties to apply for the position of Team Manager/Coach. An application form/notice of the position will be posted on the website.
2. All interested parties shall submit their application for the position to the Executive Director no later than a month prior to the start of the Championships.
3. The President and Vice President in charge of the Bowls Program will make a recommendation to the Board of Directors.
4. Selection of the Manager/Coaches will be made by the BA Board with first preference going to trained/certified coaches and/or managers with previous experience at a Canadian 'Major' Championship.
5. The Executive Director shall notify the successful appointee and review the role and responsibilities outlined below no later than 3 weeks prior to the start of the Majors.
6. The Executive Director shall put a note on the website indicating who the manager shall be for the competition and notify all athletes that will be attending the Pairs/Fours Championships.

Prior to Departure the team manager shall:

1. Reach out to each player and introduce him/herself and get contact information for the player while at the event.
2. Work along with the Executive Director to ensure all players have the provincial clothing they will require for the competition.
3. Organize a "send-off" event for the participants if possible.
4. Work with the Executive Director to have a flight booked to the host city and hotel accommodation arranged.
5. Review the Code of Conduct & Ethics from both BA and BCB.
6. Review the BCB Conditions of Play for the Championships.
7. Ensure you have the required team clothing for the opening and closing ceremonies.

Duties at the host city - prior to start of play:

1. Attend the Team Managers' meeting hosted by Bowls Canada.
2. Call a team meeting to distribute the information and material received at the Team managers' meeting including the players' lunch passes and /or entry tickets/passes.
3. Encourage players to read the BCB "Conditions of Play" and any pertinent Policies to their

- participation at a National event.
4. Ensure all players have their bowls and shoes inspected at the scheduled time.
 5. Make sure all the players know the transportation schedule or have their own rides to the greens arranged.
 6. Make sure every player knows when/where to be for opening ceremonies and what to wear.
 7. Make sure the players understand where/when their lunches will be served.
 8. Make sure the players all know how to get in contact with you during the competition.

Duties during event:

1. Communicate, communicate! Share information with players and/or ensure they know where to find the information they will need for games, meals, transportation, etc.
2. Ensure all players participate in the 'mandatory' events – such as opening & closing ceremonies and in a scheduled team dinner set up by the coach or team manager.
3. Discuss with each team, prior to play, what they feel comfortable with regarding input from the team manager/coach; become familiar with any special medical needs.
4. Participate in the opening/closing ceremonies with the team in the appropriate attire.
5. Lead the whole team in team building exercises (i.e. start each day with a team motivational meeting) only if there is no coach to do so.
6. Check to ensure teams are aware of where they are supposed to be – (especially when there are multiple venues) and where the lunches will be that day.
7. Always be at the greens during play including tie-breaker games.
8. Assist the teams if and as required:
 - Regularly check to ensure teams have fluids, food, band aids, etc. during the game.
 - Encouraging with words or distractions or a beverage to help turn around play.
 - Watch for signs of team discord, lack of team spirit etc., and if possible address.
 - Scout out opposition if requested by a team skip.
 - Maintain up to date statistics for the players.
 - Should a medical emergency arise, take responsibility for obtaining the necessary transportation of the player for treatment and accompany them if necessary.
9. Wait to eat lunch until after the last Alberta team game is done.
10. In the event there is a dispute between your team and an opposition, be prepared to be called upon for advice and to represent the team with the officials.
11. In the event a player(s) is unable to play – know the BCB substitution rule for that situation and in conjunction with team members follow the BA substitution guidelines to replace the player.
12. When and if a team has a bye, ensure their transportation needs are met.
13. Make sure you split your time between all the teams.
14. When round robin is over – be prepared to advise teams on their status in the event tie breaker(s) are required.

Duties when event is over:

Provide a summary on the event, including highlight, challenges and recommendations, to the Executive Director who will share it with the BA Board.

Note: The Team Manager / Coach will be funded/supported based on the current BA budget and Policy but in all cases will receive at minimum the support the players receive.