



Bowls Alberta



Team Manager/Coach and Head Coach for BCB Youth Championships

All matters relating to the team are first the responsibility of the Executive Director and/or the Bowls Alberta (BA) Board. To assist with matters prior to the Championship and while the team attends the event a team manager and a coach shall be appointed in accordance with the Responsible Coaching Pledge taken by the BA. The following lists outline the duties of the Team Manager that accompanies the Alberta team but may not be comprehensive.

Selection of Team Manager:

1. At minimum of two months prior to the Youth 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 six weeks prior to the start of the Championships.
3. Selection of the Manager/Coaches will be made by the President and the Vice President, with email approval from the board, with first preference going to certified coaches and/or managers with previous experience at a Canadian Championship.
4. The Executive Director shall notify the successful appointee and review the role and responsibilities outlined below no later than 5 weeks prior to the start of the Championships.
5. The Executive Director shall put a note on the website indicating who the manager/coach shall be for the competition and notify all athletes and their parents that will be attending the Canadian Youth Championships.

Prior to Departure the team manager shall:

1. Develop a team binder (see appendix)
2. Reach out to each player and parent of any minors, and introduce him/herself and get contact information for the player (full name, cell phone #, email, and parent/guardian information, date of birth, Health care # and medical information (allergies/sensitivities/medication) and complete *Athlete Info Sheets* for the binder.
3. Work along with the Executive Director to ensure all players have the provincial clothing they will require for the competition and that they are aware of the required dress code.
4. Organize a “send-off” event for the participants if possible.
5. Confirm with the Executive Director that all flights and hotel accommodation have been arranged and get copies for the team binder. Confirm with all parents and players that they have received their flight and hotel information.
6. Work with the Executive Director to ensure transportation from and to the hotel-airport and to and from the hotel-club is arranged.
7. Review the Code of Conduct & Ethics from both BA and BCB and the youth code and agreement signed by all the players.
8. Become familiar with the BCB Conditions of Play for the Youth Championships.
9. Ensure you personally, and all players and the coach, 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' and Coaches' 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 entry tickets/passes. Go over the following information with the players:
 - BCB Conditions of Play for the Youth Championships and team meetings for warmups and debriefs each day...led by the coach.
 - Ensure all players understand the bowls and shoes inspection and when and where it will take place.
 - Go over the daily transportation schedule from the hotel to the greens and back.
 - Make sure every player knows when/where to be for opening ceremonies and requirement to wear the official Bowls Alberta team gear.
 - Make sure the players understand where and when their lunches will be served.
 - Make sure the players all know how to get in contact with you during the competition.
 - Emphasize with players that they are responsible for their own required gear and equipment and being on time for all events.... the coach and team manager are not going to micro manage the players; their own personal preparation in all aspects prepares them for play on the greens
 - Last of all, remind and encourage the youth that they are expected to respect and show appreciation for all volunteers.

Duties during event:

1. Ensure all youth participate in the 'mandatory' social events – such as opening reception, opening & closing ceremonies, team meetings and team dinner.
2. Participate in the opening/closing ceremonies with the team in the appropriate attire.
3. Take part in the team building exercises and warmups led each day by the coach unless there are team or player matters to attend to.
4. Monitor the players to ensure they know where to play and the times and that they do get their lunches on time.
5. Always be at the greens during play supporting the players and the coach.
6. Assist the youth if and as required:
 - Regularly check to ensure players have fluids, food, band aids, etc. during the game.
 - Encourage the players and/or help build them up after a tough loss
 - Watch for signs of Alberta team discord, lack of team spirit etc., and discuss and address with the team coach and players involved.
 - Should a medical emergency arise, take responsibility for obtaining the necessary transportation of the player for treatment and send a parent with the player or go with them yourself depending on the severity.
7. Wait to eat lunch until after the last Alberta player's game is done unless the player is supported by the coach.
8. When and if a team has a bye, ensure their transportation needs are met.
9. Make sure you split your time as much as possible between all players; also, be prepared to receive an assignment from the coach.
10. Take pictures now and then and post them on social media....or work along with parents to ensure this is done.

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 Youth Development Committee and with the BA Board.

A few extra notables:

1. The Team Manager and 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.
2. The Team Manager and Coach may be flying on the same flight as some of the youth and will assist in overseeing them.
3. The Team Manager and Coach will receive accommodation on their own but in the same general area as the youth and their parents and will assist in supervising the youth.

Appendix A**Youth Team Manager / Coach Binder sections:**

First page: list and contact information for all players, parents, guardians, coaches attending the Youth Championship / include space to include hotel room number and roomie

Team: Athlete sheets with name, address, phone #, email address, date of birth, Health Care #, Parent/Guardian information, Health information, other notables

Event: details of dates, times, draws, location, BCB contact person/ph. #, Conditions of Play

Host Club: venue information and address, contact person and ph. #, first aid information and club contact, and 'Nurse' and contact ph. # during the event (manager and coach may never administer medications!)

Incident Reports: include some blank forms

Optional support to the Youth 'Team':

Contact your MLA for pins for the youth to share with youth from other provinces.

Work with the youth to come up with a team mascot.