



## Coaching Staff Roles and Responsibilities

### General Overview

The Manitoba Games is the largest on-going multi-sport event in the province. Like the Olympics they take place every two years alternating between summer and winter. The program is administered by Sport Manitoba and implemented by the selected host society with each Provincial Sport Organization (PSO) leading their sport specific planning and implementation.

### Function and Responsibilities

The main function of the Coaching Staff is one of team selection, player development and preparation leading up to, and including the Manitoba Games. The Coaching Staff is accountable to their Provincial Sport Organization (PSO) and supported by the Team Manager where necessary. The Team Manager works with and supports the coaching staff and athletes with planning, logistics, and communication etc. both before and at games.

### Pre Games

1. The PSO, Team Manager, and Coaching Staff work closely to plan, communicate, implement and evaluate the regional program.
2. Successfully complete screening procedure according to the [Manitoba Games Security Screening Policy](#).
3. Meet coach eligibility requirements (certification level, respect in sport, age, etc.) as outlined in your [sport technical package](#).
4. Review and be familiar with the [sport technical package](#), [sport schedule](#) and [Coach Handbook](#) and communicate potential issues or concerns to the Team Manager.
5. Be familiar with the PSO and sport specific contacts in your region.
6. Ensure necessary information is communicated to athletes by the Team Manager (registration, schedules, practices, uniforms, accreditation, transportation, host society information etc.).
7. Select team and create and implement team practice schedule and training plan to complement overall PSO plan.
8. Attend regional team meetings.
9. Opportunity to attend Manitoba Games Professional Development weekend/sessions.

### At Games

1. Attend scheduled coach meetings. These meetings usually occur before the commencement of competition / upon arrival of all regions to the host community.
2. Attend Coaching Manitoba's Thanks Coach night if sport schedule allows.
3. Review sport schedules and notify your team of any changes regarding events and schedules.
4. Communicate any problems or potential issues to the Team Manager.
5. Assist Team Manager with any Manitoba Games conduct discipline issues that may arise.
6. Ensure your team is prepared for the multi-sport games experience.
7. Coaches and Managers **MUST** Chaperone athletes 24 hours/day for the duration of the games and ensure all team members adhere to: [Manitoba Games village rules](#), [Manitoba Games general rules](#), [Manitoba Games code of conduct](#), and [sport technical package](#).
8. Travel on regional team bus and stay in the athlete village with athletes for chaperoning purposes.
9. Work closely with the Team Manager and the PSO to ensure maximum safety and fun during the games.
10. Encourage regional team and promote Games spirit and fair play. And most importantly, have fun!

### Post Games

1. Complete post evaluation survey.
2. Submit final report.