



Newfoundland and Labrador Athletics Association

2025 Canada Games Track and Field Head Coach

The Newfoundland and Labrador Athletics Association (NLAA) is accepting applications for the position of Head Coach for the 2025 Canada Summer Games Athletics Team. This is a volunteer position without remuneration. The successful applicant will work with the 2025 Canada Games Track and Field Prep-Squad Team and coach at the Canada Summer Games, St. John's, Newfoundland and Labrador, August 8 – 24.

Overview of requirements, duties and responsibilities:

- The Head Coach named on the official registration form must have Athletics Canada NCCP Performance Coach Certified Status in at least one Track or Field discipline. At a minimum, the selected coach must have Athletics Canada NCCP Club Coach Certified Status in Track and Field. The successful coach must be fully committed to achieving Performance Coach Certified Status as Track and Field Coach by April 2025;
- Familiar with all event groups of Track and Field;
- Demonstrate organizational, communication (verbal and written) and interpersonal skills;
- Demonstrated ability to work effectively in a team environment;
- Experience leading a team to National Championships or part of the Legion or Canada Games Programs;
- Readily available to attend meetings in St. John's area;
- Ability to work with athletes ages 13 - 23;

For a copy of the complete Head Coach job description and more information, please contact the NLAA Office at 709.576.1303 or visit us online at: www.nlaa.ca.

The deadline for receipt of applications is May 1, 2023.

Please view the 2025 Canada Summer Games website for more information.

All applicants must email a resume/cover letter, including NLAA membership number, NCCP certification level, and experience, to 2025 Canada Summer Games, athletics@nlaa.ca.

Thank you for your application, but only potential candidates will be contacted for an interview.

2025 Canada Games Head Coach Qualifications/Criteria

The prospective coach should have the following minimum qualifications and be in agreement with the remaining points

- The Head Coach is a volunteer position without remuneration.
 - Applicants should submit a brief resume that includes two references.
 - Submit a Criminal Record Screening Certificate through the Royal Newfoundland Constabulary or Royal Canadian Mounted Police.
1. Minimum Qualifications:
 1. Must have Athletics Canada NCCP Performance Coach Certified Status in at least one Track or Field discipline. In addition, they must have at least three years of coaching experience - the more recent, the better. (In other words, a person achieved a Level II seven years ago and has yet to do coaching since they may or may not be considered the equal of a brand new Performance or Club Coach.)
 2. A selected coach with Athletics Canada NCCP Club Coach Certified Status must be fully committed and dedicate time to become Athletics Canada NCCP Performance Coach Certified Status in at least one Track or Field discipline by April 2025. The successful coach will not receive any remuneration; however, NLAA will cover expenses related to coach certification.
 2. Requirements:
 1. Must be and maintain coach membership status with NLAA.
 2. The applicant should know and understand the full range of track and field events; be willing to promote the sport of athletics, and encourage participation in the full range of events.
 3. Demonstrated ability to work within a team structure with athletes, coaches, sports administrators and managers; Demonstrated organizational, communication (verbal and written) and interpersonal skills; Demonstrated ability to work in group and meeting environment
 4. Experience leading a team to National Championships or part of the Legion or Canada Games Programs; Prior experience at national competitions would be valuable; Ability to work with Team Manager in coordinating and administering Game's activities.
 5. Ability to meet short deadlines.
 6. Readily available to organize and attend team meetings. The ability to travel would be an asset, but only attendance at provincial meetings and camps.
 7. Demonstrate understanding of the needs of athletes ranging from 13 to 23 years of age.
 8. Must follow NLAA policies concerning the Games. The athletes selected for the team will be required to fulfill the Canada Games selection policy.
 9. To submit an athlete recruitment plan with the help of other coaches. The plan should include recruitment opportunities from schools and other sports.
 10. Be willing to undergo an Annual consultation/evaluation each Fall, plus any other possible evaluation dates that may be decided in the future. This evaluation will be undertaken by the Coaching Committee and later ratified by the NLAA board.
 3. General Roles and Responsibilities:
 1. Coach at the Canada Games, St. John's, Newfoundland and Labrador, from August 8 to

August 24.

2. Work with Executive Director to complete an Annual Canada Games Grant Application for the Department of Tourism, Culture, Arts and Recreation (TCAR).
3. Submit quarterly Training Status Reports as Mission Staff requires, reflecting on the previous three months and ahead to the upcoming quarter.
4. To follow policies set in the 2025 Canada Summer Games Technical Package.
5. Consults with Mission Staff on all Canada Games matters.
6. Know, understand and adhere to all policies and procedures, and roles and responsibilities for the position as detailed in the Team Newfoundland and Labrador Canada Games Policies and Procedures Manual.
7. Each Fall, submit a written annual report to the NLAA board and a written report within 30 days following the 2025 Canada Summer Games.
8. Submit for approval by the NLAA board an overview of a long-term plan outlining their vision of the Canada Games Program. A detailed Annual Program Plan and Budget should be submitted for approval by the NLAA Board in the Fall of each year.
9. Develop Prep-Squad Program and selection policy.
10. Work with NLAA Coaching Committee to develop Canada Games team selection policy and standards.
11. The Canada Games Head Coach and event coaches oversee the final team selection. NLAA board to approve the selected team members.
12. The Head Coach works with personal coaches to develop Athletes' training programs and plans. Along with the Event Group Coaches, they are responsible for designing and implementing training programs for all the Event Groups. This will include setting team and individual goals and working towards achieving them. Encourage and help coaches and athletes, provide technical and material resources, and coordinate with Event Coaches and personal coaches. The Team Coaches coordinate the program, so all members harness and pull in the same direction. It is not the role of the Head Coach to take care of every detail personally but instead imply coordination, leadership, and awareness of what is happening.
13. Advise the Executive Director on travel arrangements to support the best possible performance.
14. To encourage and motivate athletes and coaches.
15. Seek the advice of technical personnel if necessary.
16. Maintain open lines of communication with athletes, coaches, team, and parents. Also, communicate and report directly to the Executive Director and President.
17. Serves on the Coaching Committee, responsible for the Canada Games team, reporting on team progress.
18. To project a positive attitude toward the athletes, the sport, and the Canada Games program, including a dignified profile for the NLAA and the province, respect for officials and following proper procedures in cases of dispute.
19. To provide information to the media upon request.
20. Attend Games related meetings where possible or direct team staff to attend meetings.
21. To act as a technical liaison on the Canada Games program between the Government and the NLAA.
22. Coordinate all team activities through the Team Manager.
23. Responsible for the activities of Event Coaches and coordinates these activities. Collaborating with the Event Coaches, responsible for arrangements designed to lead to the best possible performance and results for the Team and competitors.
24. Call and chair all team and staff meetings and directs the technical part of any meeting.

25. Any other role or responsibility that the NLAA board may decide as necessary.
4. Competition-Specific Roles and Responsibilities:
 1. Coordinate all competition arrangements with Event Coaches and Team Manager;
 2. Carries the rule book and all technical information relevant to the competition;
 3. Must obtain all relevant competition documents (technical rules and package, entry list, start list, and results);
 4. Visit the competition stadium to view it, appraises the competition situation, authorize all entries (and possible changes), and supervise proper training, preparation, and warm-up, with the assistance of the Event Coaches;
 5. Together with the Team Manager, they are responsible for seeing that any disciplinary problems are dealt with fairly for those involved;
 6. Must participate in all Canada Games Program technical and coaching meetings.
 7. Deal with and through the Chef de Mission during protests and technical procedures;
 8. Responsible for the athletes' conduct at all times.