



Newfoundland and Labrador Athletics Association

2029 Canada Summer Games Head Coach Qualifications and Criteria

Application Deadline: November 16, 2026

Applicants must meet the following minimum qualifications and agree to all other terms and requirements of the position. The Head Coach position is unpaid and volunteer.

1. Minimum Qualifications:

- a. Hold NCCP Athletics Competition Development certification (Performance Coach) in at least one track and field discipline.
 - i. A selected coach who holds NCCP Athletics Club Coach Certified status must commit the time required to attain Competition Development certification (Performance Coach) by April 2028. NLAA will cover certification-related travel and course registration expenses.
- b. Have at least five years of coaching experience within the past 10 years.

2. Requirements:

- a. Submit an application that follows the outline in Appendix A. By submitting an application, applicants acknowledge that, if selected for this position, they must fully comply with the NLAA Safe Sport Policies and Procedures. Compliance with these policies, including all mandatory screening requirements, is a strict condition of the role.
- b. Provide a valid criminal record screening certificate issued by either the Royal Newfoundland Constabulary or the Royal Canadian Mounted Police.
- c. Be a current NLAA member and maintain coach membership status through 2029.
- d. Have completed the Make Ethical Decisions (MED) evaluation, NCCP Safe Sport Training (Direct-Athlete Contact), and Understanding the Rule of Two training.
- e. Know and understand the full range of track and field events, promote athletics, and encourage participation across all events.
- f. Demonstrate the ability to work effectively within a team structure involving athletes, coaches, sport administrators, and managers. Possess strong leadership, organizational, verbal and written communication, and interpersonal skills.
- g. Have experience leading a team at national championships or participating in the Legion or Canada Games programs. Previous experience at national competitions is an asset.
- h. Comfortable with running a program under tight timelines.

- i. Organize and schedule regular virtual or in-person staff meetings.
 - j. Demonstrate an understanding of the needs of athletes aged 13 to 23.
 - k. Follow all NLAA policies concerning the Games and ensure selected athletes comply with the Canada Games selection policy.
 - l. Develop an athlete recruitment plan in collaboration with team and personal coaches. The plan should identify recruitment opportunities in schools and other sports.
 - m. Participate in an annual consultation and program evaluation each fall, as well as any additional evaluations scheduled in the future.
3. General Roles and Responsibilities:
- a. Coach at the Canada Summer Games, expected to take place in Moncton or Saint John, New Brunswick, between July 27 and August 12, 2029.
 - b. Develop a Prep Squad program and selection policy.
 - c. Work with the Executive Director to complete the annual Canada Games grant application for the Department of Tourism, Culture, Arts and Recreation (TCAR).
 - d. Submit quarterly training status reports as required by Mission Staff, reviewing the previous three months and outlining plans for the upcoming quarter.
 - e. Follow the policies established in the 2029 Canada Summer Games Technical Package and consult with Mission Staff on all Canada Games matters.
 - f. Know, understand, and follow the policies, procedures, roles, and responsibilities outlined for the position in the Team Newfoundland and Labrador Canada Games Policies and Procedures Manual.
 - g. Reporting:
 - i. Submit a written annual report to the NLAA Executive Director each fall and a final written report within 30 days after the 2029 Canada Summer Games.
 - ii. Submit a long-term program overview to the Executive Director outlining the Head Coach's vision and strategic direction for the Canada Games program. Submit a detailed annual program plan and budget to the Executive Director each fall for review and approval. Advise the Executive Director on travel arrangements to support the best possible performance.
 - h. Work with the Executive Director to develop the Canada Games team selection policy and standards.
 - i. Oversee final team selection in collaboration with the event coaches.
 - j. Leadership Role:
 - i. Work collaboratively with personal coaches to support the development and implementation of athletes' training programs. In partnership with the Event Group Coaches, provide leadership in the design and delivery of programs for all event groups, establish team and individual performance goals, and support athletes in achieving those objectives.
 - ii. Foster a positive and collaborative coaching environment by providing coaches and athletes with technical guidance, mentorship, encouragement, and access to appropriate resources. Coordinate and

align Event Group Coaches' and personal coaches' efforts to promote consistency, effective communication, and a unified approach to athlete development.

- iii. The Head Coach provides overall leadership, direction, and oversight of the Canada Games program, ensuring all coaches, athletes, and support personnel work toward a shared vision and common objectives. While the Head Coach may delegate athlete development to event group and personal coaches, the Head Coach remains accountable for coordinating and successfully delivering the program.
- iv. Oversee and coordinate the activities of the Event Coaches. Collaborate with them to make arrangements that support the best possible performance and results for the team and its athletes.
- k. Maintain open communication with athletes, coaches, team staff, and parents. Communicate and report directly to the Executive Director.
- l. Project a positive attitude toward athletes, the sport, and the Canada Games program. Maintain a dignified public profile for NLAA and the province, respect officials, and follow proper procedures when disputes arise.
- m. Attend Games-related meetings whenever possible or designate a team staff member to attend.

4. Competition-Specific Roles and Responsibilities:

- a. Coordinate all competition arrangements with the Event Coaches.
- b. Carry the rule book and all technical information relevant to the competition.
- c. Obtain all relevant competition documents, including the technical rules and package, entry lists, start lists, and results.
- d. Visit the competition stadium to assess the venue and competition environment, authorize all entries and permitted changes, and supervise training, preparation, and warm-ups with the assistance of the Event Coaches.
- e. Work with Event Coaches to ensure that disciplinary matters are handled fairly for everyone involved.
- f. Participate in all technical and coaching meetings for the Canada Games program.
- g. Work with and through the Chef de Mission during protests and other technical procedures.
- h. Oversee the athletes' conduct at all times.

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APPENDIX A - APPLICATION DETAILS

Applicants must provide the following information:

- Name
- Email address
- NLAA Membership number
- NCCP #
- Current school, club, team, or program coaching/managing with.

Required documentation by applicants:

- Cover letter
- Résumé outlining coaching and athletics experience
- Two references relevant to a sport setting and your coaching or management experience

Include the following topics in your cover letter or coaching and athletics résumé:

- Technical events: How confident are you in coaching or working with athletes in each event area?
- Team history and experience
- Which teams have you coached, and when?
- What have you learned from your experience as a team or staff coach?
- What skills make you an ideal candidate for the position?

Send applications to athletics@nlaa.ca by November 16, 2026.

If applicants do not receive an acknowledgment that their application was received, contact the NLAA office at 709-576-1303.