



## **2023 Canada Winter Games – Staff Selection Policy**

### **1.0 Purpose**

**1.1** The purpose of this document is to set out the process that will be used by the Alberta Fencing Association to select coaches and managers to represent the Organization at the 2023 Canada Winter Games.

### **2.0 Objective**

**2.1** The objective of this selection policy is to formalize the criteria that will be used to select the Team Manager and Team Coach positions. Coaches who will participate in the 2023 Canada Winter Games will be in the following categories:

- i. Team Manager
- ii. Head Coach

**2.2** Use the Canada Games as an opportunity to mentor and develop coaches, manager entering the profession, including coaches whose athletes are in the program and may not be certified or qualified, and coaches who will not be selected but can have meaningful interaction in AFA's CWG training camps and training to enhance professional development of personal coaches.

### **3.0 Eligibility**

**3.1** To be eligible for selection, applicants must:

**3.1.1** be a member of the AFA in good standing;

**3.1.2** be willing to achieve a Competition Development Certification in Fencing by the Coach certification deadline for individual sport set by the Canada Games Council. ([November 19, 2022](#))

**3.1.3** demonstrate a commitment to developing as a coach and professional development.

**3.1.4** have experience with multiple fencing disciplines.

**3.2** Coaches must:

**3.2.1** have coaching experience at the local and provincial, regional, national, or Canada Games level;



**3.2.2** have sound coaching principles and a good history (record, conduct, rapport, etc.) of coaching;

**3.2.3** possess the ability to interact with the age group of athletes who compete in Canada Games, encompassing ethical practices, moral behaviours, parental interaction, as well as the ability to interact in a cooperative nature with other team officials both on their own team and those with other provincial games teams;

**3.2.4** be familiar with the structure of their sport (provincial, regional, national level);

**3.2.5** Be willing to coordinate training and planning and communicate with personal coaches of CWG eligible/selected athletes;

**3.2.6** act as an ambassador of the province and their sport;

**3.2.7** be prepared to spend many hours at this task, in addition to regular commitments; including meeting NCCP certification criteria.

**3.2.8** agree to the responsibilities outlined in the Head Coach Agreement form.

**3.2.9** satisfy Male and Female gender requirements for accompanying minors (Both a Male and Female are required between the two roles).

**3.3** Team Managers must:

**3.3.1** preference that manager is also a fencing coach. Preference is for an NCCP “Comp-Dev” certified coach, or training in the Competition stream of the NCCP, having coaching experience at the local and provincial, regional, national, or Canada Games level;

**3.3.2** have sound coaching principles and a good history (record, conduct, rapport, etc.) in the fencing community;

**3.3.3** possess the ability to interact with the age group of athletes who compete in Canada Games, coordinate training and communicate with personal coaches, encompassing ethical practices, moral behaviours, parental interaction, as well as the ability to interact in a cooperative nature



with other team officials both on their own team and those with other provincial games teams;

**3.3.4** be familiar with the structure of their sport (provincial, regional, national level);

**3.3.5** have strong organizational skills, interpersonal skills

**3.3.6** act as an ambassador of the province and their sport;

**3.3.7** be prepared to spend many hours at this task, in addition to regular commitments; and

**3.3.8** agree to the responsibilities outlined in the Team Manager Agreement form.

**3.3.9** satisfy Male and Female gender requirements for accompanying minors (Both a Male and Female are required between the two roles).

**3.3.10** communicate with potential athletes May 2022 ( 6 months before team travel event) that they are eligible for travel to a SYC in November if they qualify and are certified for CWG team participation. Passports and other travel documents should be arranged.

**3.3.11** coordinate with personal coaches on choosing an appropriate SYC in November or December of 2022.

**3.3.12** coordinate with Team coach on strategy to include personal coaches in the training sessions at Canada Games training events prior to the selection

## **5.0 Selection Process**

**5.1** the Canada Games Committee shall initiate a public solicitation of applications through any means deemed appropriate

**5.2** this call for applications shall be open for a minimum of two weeks. The information and application information shall be posted to the AFA website.



**5.3** applications may be for the position of Head Coach, Team Manager, or both.

**5.4** the CWG Committee must be free from actual and perceived conflict of interest and, where conflict of interest may exist, Committee members must identify the conflict and excuse themselves from selection decisions where an actual or perceived conflict is present. Parents of potential Canada Games athletes, or other individuals deemed by the Organization to have special interest in the selection process, are not permitted to be members of the Coach Selection Committee.

**5.5** the CWG Committee will convene to review candidates for Head Coach and Team Manager by the August 31, 2021 selection deadline. Selection of coaches will be published on the AFA website.

**5.6** once ratified by the CWG Committee, the chosen Head Coach and Team Manager will join the CWG Committee and take over CWG Team development and training.

**5.7** the Canada Games Committee will take into consideration, but are not limited to, the following when making their selection for the Head Coach and Team Manager:

- i.** coaching certification;
- ii.** preference for developing coaches with ongoing professional development;
- iii.** coaching experience in various contexts;
- iv.** experience with year-round programming; and
- v.** interview performance.
- vi.** management ability and interpersonal skills.
- vii.** preference for coaches with a record of working with other coaches
- viii.** multi - weapon understanding and working experience in more than one weapon.
- ix.** coach and manager selected should have combined specialization that covers three weapons.
- x.** strong preference for coaches with athletes at the top of the qualification ranking at the time of coach selection, or working in the same club as athletes who are likely to qualify for the team. (ie preference for personal coaches of athletes going rather than qualified coaches who would work with athletes they are less familiar with.)
- xi.** ability to travel within and outside of Canada.



## **6.0 Coach Screening**

**6.1** Individuals who have been conditionally approved as Head Coaches or Assistant Coaches for the Games must agree to follow the background check and CFF coach screening procedures.

## **7.0 Appeals Process**

**7.1** If a candidate for a coaching position is not selected or a coach is removed, he/she may appeal the decision as per the AFA Appeals Policy.

**Notes:** The AFA reserves the right to select coaches from outside the pool of applicants in order to adhere to requirements set by the technical package. The AFA reserves the right to alter the aforementioned timeline if circumstances require it, as determined by the BOD. In the event NCCP Comp-Dev pathway is not completed by the NSO, Comp-Int certification will be accepted.

**Deadline to submit the application is July 31st at 4:00pm.** Be advised that Alberta Fencing will follow the Team Alberta Code of Conduct as it pertains to the week of CWG Fencing.

Interested applicants must submit a personal vitae/resume and cover letter outlining related sport and managerial experience, previous coaching experience and accomplishments and any Managerial and NCCP Certification to: [info@fencing.ab.ca](mailto:info@fencing.ab.ca).