



## *TRACK AND FIELD / ROAD RUNNING / CROSS COUNTRY*

145 Pacific Ave. Winnipeg, MB. R3B 2Z6 • Tel: 204-925-5744 • Fax: 204-925-5792

www.athleticsmanitoba.com

2025 Canada Summer Games

Call for Team Staff Applications – **HEAD COACH**

**Deadline: September 15, 2023**

Athletics Manitoba is seeking applications for team staff position of HEAD COACH for the 2025 Canada Summer Games that will be held in St John's Newfoundland and Labrador.

The date of the games is tentatively August 1st - 20th, 2025 and it is understood that Athletics will be in the 2nd week.

- Head Coach candidates MUST BE level 3/Comp Dev/Performance Coach certified.
- Head Coach applicants must have completed MED evaluation and hold a current Respect in Sport Certificate.
- STRONG organizational skills.
- National or Provincial Coaching/Managing Experience considered an asset.
- Demonstrated background of STRONG leadership.

Official team duties will be discussed upon selection however, duties may include but are not limited to:

- Responsible for event coach selection in conjunction with the 2025 CSG Team Manager and Coaching Committee members.
- Manage the overall team program plan and develop initiatives to meet all Sport MB targets.
- Complete all Sport MB pre-post event reporting (in conjunction with the Team Manager and Office staff if applicable)
- Team budget planning.
- Organize and schedule staff meetings.
- Tracking, monitoring, and liaising with identified athletes and personal coaches.
- Identifying up and coming athletes and communicating with personal coaches.
- Assisting with events in the lead up to the games (trips, competitions, camps, clinics, presentations).
- Being present at the selection meet and team selection meeting (June/July 2025)

**See APPENDIX A for specific application details and instructions.**



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### 2025 Canada Summer Games Call for Team Staff Applications – **TEAM MANAGER** **Deadline: October 6, 2023**

Athletics Manitoba is seeking applications for team staff position of TEAM MANAGER for the 2025 Canada Summer Games that will be held in St John's Newfoundland and Labrador.

The date of the games is tentatively August 1st - 20th, 2025 and it is understood that Athletics will be in the 2nd week.

- Team Manager candidates **MUST** have a strong background in the sport of athletics - combination of experience and technical certification are acceptable.
- Leadership experience with Athletics MB or Sport MB provincial programs
- Team Manager applicants must have completed MED evaluation and have a current Respect in Sport Certificate.
- **STRONG** organizational skills
- National or Provincial Coaching/Managing Experience considered an asset.
- Demonstrated background of **STRONG** leadership

Official team duties will be discussed upon selection however, duties may include but are not limited to:

- Team budget planning
- Attending/participating in all team meetings (act as secretary)
- Complete all Sport MB pre-post event reporting (in conjunction with the Head Coach and Office staff if applicable)
- Tracking, monitoring, and liaising with identified athletes and personal coaches.
- Identifying up and coming athletes and communicating with personal coaches.
- Assisting with Prep Squad events in the lead up to the games (trips, competitions, camps, clinics, presentations).
- Being present at the selection meet and team selection meeting (June/July 2025).
- Additional duties as assigned by the Head Coach.

**See APPENDIX A for specific application details and instructions.**



2025 Canada Summer Games  
Call for Team Staff Applications – **EVENT GROUP COACHES**  
**Deadline: October 6, 2023**

Athletics Manitoba is seeking applications for Event Group Coaches for the 2025 Canada Summer Games that will be held in St John's Newfoundland and Labrador.

The date of the games is tentatively August 1st - 20th, 2025 and it is understood that Athletics will be in the 2nd week.

Assistant coaches named on the official registration form must,

- Have Athletics Canada NCCP Club Coach Certified Status in at least one Track or Field discipline, as well as completion of Athletics Canada's Canada Games PD module.  
OR
- Athletics Canada NCCP Performance Coach Trained status, as well as the completion of Athletics Canada's Canada Games PD module.

Notes:

- Coaches may apply without these certifications currently in place, however they **MUST** commit to a plan to complete all requirements prior to the Games deadline.
- Coaches must be so certified no later than 90 days prior to the opening ceremony (May 10, 2025).
- Please note that "NCCP Performance Coach Certified, Not Renewed" / "NCCP Club Coach Certified, Not Renewed" does not qualify under the coaching standards for the 2025 Canada Summer Games.

Official team duties will be discussed upon selection however, duties may include but are not limited to:

- Team budget planning
- Attending/participating in all team meetings
- Tracking, monitoring, and liaising with identified athletes and personal coaches.
- Identifying up and coming athletes and communicating with personal coaches.
- Assisting with Prep Squad events in the lead up to the games (trips, competitions, camps, clinics, presentations).
- Being present at the selection meet and team selection meeting (June/July 2025).
- Additional duties as assigned by the Head Coach.

**See APPENDIX A for specific application details and instructions.**



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### 2025 Canada Summer Games **APPENDIX A - APPLICATION DETAILS**

All applicants are asked to provide the following information in their application.

Name

Email address

NCCP #

Current school, club, team program coaching/managing with.

Required documentation by applicants:

- Cover Letter – Must specify which position (Head Coach, Manager, or Event Coach )
- Resume – Coaching and Athletics experience
- NCCP Coaching transcript
- 3 References - relevant to sport setting and coaching/managing experiences.

Suggested topics that should be included either as part of your cover letter or noted/outlined as part of your Coaching/Athletics Resume.

- Technical events (how confident are you coaching/working with athletes in each of the event areas)
- Team History/Experiences
- What teams have you coached/managed on and when.
- What were your role(s) on those teams? Coaching/Manager
- What have you learned through your experiences as a team/staff coach/manager.
- What skills do you possess that makes you ideal for the position being applied for.

Applications should be sent to – [technical@athleticsmanitoba.com](mailto:technical@athleticsmanitoba.com)

**HEAD COACH** - Deadline: September 15, 2023

**TEAM MANAGER** - Deadline: October 6, 2023

**EVENT GROUP COACHES** - Deadline: October 6, 2023