

# SASKFIRST PROGRAM

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# **SASKFIRST PROGRAM**

## **I. PROGRAM MANDATE**

The mandate of the SaskFirst Ringette program is to provide a continuum of athletes and coaches with a high-performance training environment that will significantly improve performance levels and standings of Saskatchewan athletes and teams at inter-provincial, national and international competitions, with a major focus being the Canada Winter Games.

In addition to success at these competitions the program is geared to develop selected athlete's technical, physical and psychological skills by exposing these athletes to enriched levels of training and competition. Aside from skill acquisition, athletes will be provided opportunities for personal development.

The SaskFirst Ringette program will also assist in the development of the sport throughout the province by working in conjunction with other coaches and volunteers committed to the development of high performance athletes and coaches.

## **II. SASKFIRST MANAGEMENT COMMITTEE**

The SaskFirst Management Committee (SFMC) will consist of:

- Minimum of 2 RAS Board Members (appointed)
- 2 representatives from any of our 4 associations. Highly recommended these individuals have previous experience with the Sask First program.
- SaskFirst Head Coach
- RAS Executive Director (advisory capacity only)
- RAS Technical Director

This committee will be appointed in year one of each 4-year cycle. Members of this committee are not eligible to be affiliated with this program in any manner outside of serving on the SFMC. Extreme effort will be made to have consistent representation on this committee throughout each 4-year program.

The responsibilities of the SFMC are to:

- Provide a framework and program guidelines for the design and delivery of a quality elite program
- Provide assistance in the development of, and ongoing monitoring and evaluation of, program design and delivery to ensure it is operating within guidelines and budgeted resources
- Be visible, knowledgeable and approachable during the program delivery and report to Sask Sport and Ringette Canada as required
- Provide an opportunity for athletes and parents to complete a written evaluation at the end of the program

## **III. PROGRAM FUNDING**

The Ringette Saskatchewan Board of Directors will determine the association's 4-year financial commitment to this program in year 1 of each program cycle. The head coach, and assistant team staff when applicable, will determine the annual budgets.

All financial activity of the SaskFirst program supported by RAS or CWG program funds will be routed through RAS accounting. Team fund raising will be the responsibility of the team manager and will require a dual signatory team bank account.

#### IV. PROGRAM TIMELINES

Each program cycle begins four seasons prior to a Jeux Canada Winter Games year. The 2019 Games will follow this timeline.

2016	2017	2018	2019
SFMC members identified by December 15, 2016	Applications for assistant coaches/manager deadline, January 9  Interviews January 16- 22, 2017	Minimum 3 ID camps and dryland testing between August 2017- June 2018	Training camps & Inter-provincial competition
Head Coach Application deadline, November 24, 2016  Interviews December 5-11, 2016	2 ID camps (using available A/AA coaches for evaluations) February-April 2017	Team roster announced by June 2018	CWG's February 15-March 3, 2019
Head Coach Selection announced December 15, 2016	Top athletes from two training camps announced May1, 2017	June 2018-until the games minimum 4 competitions at the AAA level	Program follow-up, evaluation, reporting, and timelines for next games set.
Applications for assistant coaches/manager sent out Dec.15, 2016	Training camps/dryland training May 2017-August 2017		
Year 2/3 budget & program planning	Year 4 budget & program planning		

#### V. TEAM STAFF

The SaskFirst team staff compliment will be one head coach, two assistant coaches and a team manager. One of the coaches must be female. The manager will not be listed on the roster therefore not allowed on the bench.

##### i. Head Coach

###### a) **Minimum Application Requirements:**

- Full Level certification to coach AAA level must be obtained by Dec.15, 2017.
- A minimum of 3 years' experience coaching at the U16AA/U19AA level.
- Must have been an active coach within the sport for one or more of the previous 3 seasons
- Must be a member in good standing with the RAS (or alternate Ringette PSO)

The SaskFirst Coaching Application form must be completed in full and needs to be accompanied by two letters of recommendation that provides emphasis on working in a team setting, leadership and guidance skills, and how you successfully relate and manage players.

###### b) **Selection**

Subjective selection criteria will include:

- The individual's technical knowledge of the sport and their proven ability to develop excellence among top athletes in the province

- Their commitment to upgrading their coaching expertise
- Their ability to communicate with and motivate athletes, coaches, volunteers and parents
- Their ability to plan, organize and conduct team training and competitions
- Promote the SaskFirst program as a credible and opportunistic program
- Work with the local associations to ensure the stability of their AA club programs, specifically the U19AA division

#### c) **Job Description**

Under the supervision of the SFMC, the SaskFirst head coach is directly responsible for the overall design, implementation and management of a high-performance talent identification and training program in preparation for competition at the Canada Winter Games.

The SaskFirst Coach is expected to act in an exemplary, professional manner and assist in the promotion and advocacy of high performance sport and its value and positive impact. At all times, they are to be cognizant of their influence on athletes and coaches involved in Ringette. This individual is expected to represent RAS and the SaskFirst program accordingly and assist athletes and coaches throughout the province in their pursuit of excellence.

The SaskFirst Coach needs to adhere to all RAS policies and guidelines, emphasis on Code of Conduct and Ethics policy, Directors Agreement policy, and Social Media Use policy.

The SaskFirst Coach shall be responsible and answerable to the SaskFirst Management Committee through the Executive Director.

#### d) **Expectations**

The SaskFirst Coach, in relation to their responsibilities to the high performance and coaching programs, will:

- Keep abreast of the technical developments within the sport and provide recommendations to the RAS Board in relation to high performance strategic direction
- Serve as a professional team leader for all coaches interested in working with high performance athletes and act as a technical advisor to these coaches. Plan and administer special events such as club visits to assist other coaches in the development their own skills and abilities.
- Promote and facilitate interaction, cooperation and learning opportunities among interested A/AA coaches by utilizing these coaches at SaskFirst talent identification camps.
- Select the SaskFirst assistant coaches and team manager with an appointed coaching selection committee 24 months in advance of the CWG. Prepare their roles and responsibilities in relation to the remainder of the program.
- Ensure that all SaskFirst team staff are fully certified December 15, 2017.
- Maintain open communication with AA club coaches to avoid difficulties and ensure the best preparation of the athletes

The SaskFirst Coach, in relation to their responsibilities in identifying talent and selecting the SaskFirst Team, will:

- Coordinate a comprehensive talent identification strategy to identify a pool of talented athletes a minimum of 30 months prior to the CWG.
- Provide athletes with quality coaching and instruction and ongoing evaluations throughout the year
- Provide opportunity for all athletes to learn the necessary skills to perform/compete at the elite level within the sport and maintain their long term involvement

- Prepare and provide both an in-season and off-season training program for all athletes
- Coordinate and provide athlete services relative to sport science and medicine consultations; physical testing, mental training, sport first aid, drug awareness, sport nutrition, etc.
- In conjunction with assistant team staff and SFMC prepare criteria and procedures for athlete selection, select the final roster of 18 athletes (and alternates, if applicable).
- Develop monthly training and competition schedules for athletes and coaches
- Provide enhanced competition opportunities for the SaskFirst Team to be exposed to the high pressure and unique demands of a multi-sport event
- Communicate information in a timely manner to athletes, coaches, club teams, associations, volunteers, media and others as appropriate, to ensure the effective operation, delivery and promotion of the program.
- Provide an opportunity for athletes and parents to seek counsel or clarification from program coaches at any time

The SaskFirst Coach, in relation to their responsibilities to the SFMC, will:

- Monitor annual budgets with SaskFirst Manager and RAS Executive Director.
- Prepare training and competition schedules and provide timely reports to the SFMC
- Attend quarterly progress meetings with the SFMC and/or Sask Sport or as necessary
- Prepare detailed reports for presentation at the RAS Annual General Meetings
- Assist in the objective evaluation of the SaskFirst program and provide recommendations based on activities performed and the result of those activities.

e) Certification Requirements

- Complete all certification to coach at AAA level by December 15, 2017

f) Remuneration

- SaskFirst team staff will be reimbursed for travel, accommodation and meals when conducting approved team or RAS business. The SFMC and the head coach will determine reimbursement rates.

**ii. Assistant Coach**

The head coach will select the assistant coach in the 2<sup>nd</sup> year of the 4-year program. The SFMC strongly encourages that a minimum of one team staff member come from the opposing major city that he/she is from.

The head coach will determine the roles and responsibilities of the assistant coach with the approval of the SFMC. Identified candidates must be actively pursuing their NCCP Level 3 Coaching certification for Ringette a minimum of 24 months in advance of the Canada Games and must complete their certification 12 months in advance of the CWG.

**iii. Team Manager**

The head coach will determine the roles and responsibilities of the team manager with the collaboration from the SFMC. Identified candidates must obtain the Ringette Canada Manager's certification 12 months in advance of the CWG.

## **VI. ATHLETE ELIGIBILITY**

Eligible athletes are those that are 20 years of age or younger prior to midnight, December 31 immediately preceding the Canada Winter Games. Athletes will not be excluded from participating on the basis of the location of their residence. Athletes chosen for the CWG team must compete on a AA or Open A level team during the season of the Games.

Selection criteria will be determined by the coaching staff and SFMC and will include but not be limited to the athlete's physical and technical ability and potential, their willingness to work within a team environment and their ability and commitment to work toward the goals of the program.

Excluded from the Canada Games eligibility are:

- Athletes who have been National Team members at any time

## **VII. CONDUCT**

The use of alcohol or drugs that are in contravention of the Criminal Code of Canada, are strictly prohibited while in attendance at any training or competition functions. Malicious damage to accommodation, competition sites, transportation vehicles or any other personnel misconduct causing harassment to participants or spectators will not be tolerated. In all cases, damage to property will be the responsibility of the individual at fault. (In the case of minors it will be the responsibility of the parent.) Any misconduct of the nature mentioned above may result in:

- Immediate dismissal of the individual from the SaskFirst program
- Further suspension by the RAS
- Prosecution by law

The use of banned substances as specified by the Canadian Centre for Ethics in Sport are also prohibited.

All individuals involved in the Canada Winter Games program must adhere to RAS policy. There will be an emphasis that coaches, parents, and athletes be educated and follow RAS Code of Conduct and Ethics policy and Social Media Use policy.

**Date of last review: October 2016**

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