

**CROSS COUNTRY SKI ASSOCIATION OF MANITOBA  
CANADA WINTER GAMES TEAM  
COACHES & MANAGER**

**SELECTION PROCESS**

- An Expression of Interest notice will be sent to general membership approximately 24 months prior to the Games.
- Prospective coaches and managers will be contacted and interviewed to determine the best candidates. Intend to have agreements/contracts signed 20 months prior to Games.
- One female and one male coach will be chosen based on relevant experience, personal references, willingness and ability to carry out tasks and accept responsibilities.
- Coaches who do not have the minimum certification will require assistance from PSO & NSO (~17 months to obtain certification)
- One manager/wax tech will be chosen based on past experience, personal references, extent of knowledge on ski preparation and art/science of waxing, willingness and ability to carry out tasks and accept responsibilities.

**JOB DESCRIPTIONS**

Team Coaches

- 2 Cross-Country Coaches and 1 Para Nordic Coach are selected to the Canada Games Team at least 20 months prior to the Games.
- Team Coaches have the authority & responsibility (authorized by the CCSAM Board of Directors) to lead the Canada Games team from beginning (identification, selection and training) to end (Canada Games week).
- Team Coaches are members of the CCSAM High Performance Program Committee.
- Team Coaches will attend all meetings called by the CCSAM High Performance Program Committee Chair.
- Coaches are expected to be in communication with CCSAM Club Coaches in terms of the dates and details of Canada Games selection camps, races or other projects of interest to club athletes.
- Coaches are expected to work closely with the High Performance Program (HPP) Committee in its task of identifying athletes **and** establishing the goals, objectives, plans **and budget** related to the Canada Games team.
- Team Coaches will assist with the scheduling and coordination of identification, development and team training camps.
- Coaches are expected to liaise with identified athletes, their club coach(es) and their parents to establish (or approve) individual

- training/competition plans **and** to provide guidance related to our sport system infrastructure for Games team athletes (i.e. Sport MB service providers, training facilities, training camps etc.).
- Team Coaches will attend all team activities (camps, competitions, meetings etc.) leading up to and including the Canada Games.
  - Team Coaches will attend all meetings called by the Manitoba Chef de Mission or Assistant Chef de Mission leading up to and during the Games.
  - Team Coaches will be certified NCCP Level III or the new NCCP equivalent Competition Coaching: Development (Comp-Dev) certified at least 90 days prior to Games.
  - Team Coaches will understand the CCSAM Appeals Policy, the Canada Games Team Athlete Agreement and will read, understand, sign and abide by the Coaches Code of Conduct.

### Manager

- The Canada Games Team Manager will be appointed at least 12 months prior to the Games.
- The Manager will oversee all communications pertaining to the Games between Sport Manitoba, CCSAM, Team Coaches, club coaches, parents and athletes so that all parties are aware of general and sport-specific Games-related information.
- The Manager will attend all meetings called by the Manitoba Chef de Mission or Assistant Chef de Mission leading up to and during the Games.
- The Manager will be available to attend all Team camps, races, Performance Enhancement Program presentations, and other team activities leading up to and including the Canada Games.
- The Manager will understand the CCSAM Appeals Policy, the Canada Games Team Athlete Agreement and will read, understand, sign and abide by the Coaches Code of Conduct.

### Wax Technician

- The Canada Games Team Wax Technician will be appointed at least 12 months prior to the Games.
- Ideally, the Wax Technician will have previous, national-level experience in this position. This includes but is not limited to expert knowledge in cross country ski waxing principles, techniques and products, previous experience and success with the responsibility of maintaining equipment and choosing waxes to suit varying climatic conditions and the ability to appropriately prepare skis for a team of 10 in cramped spaces and time-limited situations.
- The Wax Technician is responsible for the equipment and waxes needed by the team and will work closely with the Coaches and the CCSAM Executive Director in managing the waxing equipment and inventory leading up to and including the Games events.

- The Wax Technician will be available to attend all Team training camps and races and other team activities as deemed appropriate by the Team Coaches leading up to and including the Canada Games.
- The Manager will understand the CCSAM Appeals Policy, Code of Conduct Policy, the Canada Games Team Athlete Agreement and will read, understand, sign and abide by the Coaches Code of Conduct.