





QUALIFICATIONS/REQUIREMENTS	
Minimum age	✓ Be 19 years of age or older
Knowledge of the sport	✓ Read and be familiar with all aspects of the NAIG's technical specifications concerning the coached sport, including the rules, ages and eligibility regarding the selection of teams, the tournament format at the Games, etc.
Mandatory certification	<ul style="list-style-type: none"> <li>✓ Have valid Coaching Association of Canada certification after following the National Coaching Certification Program (NCCP) training for the sport for which the person is appointed (or be in the process of obtaining this certification).</li> <li>✓ Have <i>Aboriginal Coaching Modules (ACM)</i> certification or commit to following this one-day training session before the Games.</li> </ul>
Criminal record	✓ Provide a recent criminal record check or agree that the organization may carry out a criminal record check.
Code of conduct	✓ Sign and comply with the delegation's code of conduct.
Availability	✓ Be available to take part in the Games July 16–23, 2017.

SPECIFIC DUTIES AND INHERENT RESPONSIBILITIES*		
DESCRIPTION		DUTIES
<b>BEFORE THE GAMES</b>	Coordinate athlete recruitment	<ul style="list-style-type: none"> <li>✓ Implement a selection process ensuring recruitment neutrality.</li> <li>✓ Take part in the selection camp (summer or fall 2016) and select team members.</li> <li>✓ Manage the various administrative and logistical aspects involving the selection camps.</li> <li>✓ Present the list of selected athletes and the names of possible substitutes to the NAIG coordinating committee within the set timeframes.</li> <li>✓ Register the athletes and substitutes within the set timeframes (failing which the team under their leadership cannot take part in the Games).</li> </ul>



	Coordinate athletes' training	<ul style="list-style-type: none"> <li>✓ Plan athletes' training, taking into account factors such as distance, available resources, etc.</li> <li>✓ Prepare individual or group training sessions as required.</li> <li>✓ Develop and modify training sessions as required over the course of the year.</li> <li>✓ Reserve the sports facilities and equipment required for training.</li> <li>✓ Conduct athlete follow-up (progress, development, suggestions, etc.).</li> </ul>
<b>BEFORE THE GAMES</b>	Guide and support athletes	<ul style="list-style-type: none"> <li>✓ Create a positive and respectful environment for all team members.</li> <li>✓ Support the athletes in their respective efforts leading up to the Games (fundraising, training, etc.).</li> <li>✓ Support the athletes and promote their development according to their needs.</li> <li>✓ Meet with the athletes' parents to set priorities and inform them of the rules of conduct. Maintain good communication with them before and during the Games.</li> <li>✓ Define the team rules and supervise the athletes.</li> <li>✓ Promote healthy lifestyles.</li> <li>✓ Serve as a role model for team members.</li> </ul>
	Work closely with the other coaches and the assistant coaches	<ul style="list-style-type: none"> <li>✓ Work closely with the other coaches in the same sport and assist them as required.</li> <li>✓ Coordinate the delegation of responsibilities among the assistant coaches.</li> </ul>
	Support the Chef de Mission and regional coordinating team	<ul style="list-style-type: none"> <li>✓ Carry out all administrative duties required for recruiting and preparing the athletes, including:               <ul style="list-style-type: none"> <li>- Inform the Chef de Mission of the activities carried out</li> <li>- Inform the Chef de Mission of any disciplinary measures imposed</li> <li>- Support the regional coordinating team and Chef de Mission in registering and arranging accommodation for the delegation.</li> </ul> </li> <li>✓ Organize or assist fundraising and other non-athletic activities to collect the money needed to send selected athletes to the Games.</li> <li>✓ Forward the required payments to the FNQLHSSC by the set deadlines (failing which the team under their leadership cannot take part in the Games).</li> </ul>



<b>DURING THE GAMES</b>	Supervise the athletes throughout the NAIG	<ul style="list-style-type: none"> <li>✓ Stay with the athletes for whom they are responsible in the accommodations assigned by the organization.</li> <li>✓ Ensure the safety and well-being of the athletes under their responsibility.</li> <li>✓ Ensure that all the athletes understand and apply the rules of conduct and disciplinary rules of the EDN delegation and the NAIG.</li> <li>✓ Ensure that the athletes practise their sport using the appropriate and safe equipment both during training and during official competitions.</li> <li>✓ Accompany the athletes at all times and act as resource person for the parents of the athletes on their team.</li> </ul>
	Support the Chef de Mission and regional coordinating team	<ul style="list-style-type: none"> <li>✓ Work closely with the Chef de Mission and mission staff of the EDN delegation, as well as with the NAIG staff.</li> <li>✓ Carry out all duties assigned by the Chef de Mission or mission staff.</li> </ul>
	Participation at the Games	<ul style="list-style-type: none"> <li>✓ As required, take part in all EDN team meetings, functions and official ceremonies.</li> <li>✓ Provide all relevant information to mission staff (injuries, protests, disciplinary measures, etc.).</li> </ul>
	Communications	<ul style="list-style-type: none"> <li>✓ Act as their teams' spokespersons, at the Chef de Mission's request.</li> </ul>
<b>AFTER THE GAMES</b>	Administration	<ul style="list-style-type: none"> <li>✓ Submit a summary report on the NAIG experience to the Chef de Mission.</li> </ul>

\*A coach's mandate includes but is not limited to the responsibilities and duties mentioned above.



GENERAL SKILLS REQUIRED	
<b>Knowledge</b> (specific knowledge)	Specific knowledge of the sport and related training methods Knowledge related to the clientele (youth) Mastery of spoken and written English or French Mastery of Microsoft Office software (Word, Excel) and an email system
<b>Know-how</b> (abilities)	Time and priority management Planning and organizational skills Client focus Initiative Oral communication skills Ability to analyze and solve problems Group leadership skills
<b>People skills</b> (attitude and behaviour)	Relational skills (openness, communication, empathy, listening skills, etc.) Leadership/autonomy Flexibility Sense of responsibility Ability to handle stress Ability to manage conflicts Discretion and respect for confidentiality