

# **The Alberta Winter Games Archery Team Manager & Team Coach Information Package**

## **Job Description**

The primary job of the Team Manager (Manager) and Team Coach (Coach) is to work together with the Zone Representative to make sure that team paperwork is handed in, team uniforms are ordered. Manager and Coach should also work to ensure practices are organized and address any other issues that may come up before the event. The Coach and Manager should consider working with their team athletes and any coaches they may have to get an understanding of their athletes, how they behave and how they shoot. They must also attend a Zone Coaches and Managers meeting set by Alberta Sport.

The Team Manager and Coach must be of the opposite sex so that they can be the chaperone for the male and female halves of the team in the Athletes Village rooms. This means that the Manager and Coach will be with their half of the team in the athletes village and while travelling internally to meals etc. Coaches and Chaperones must sleep with the athletes in the athletes village.

Team Managers can act as a coach in pre-event practices and at the AWG if there is an interest by that person. If there is no interest/experience the manager can work to assist the coach by keeping track of athletes not shooting, help with equipment set up and making sure athletes have food and any other jobs that come up. If both Coach and Manager are acting as coaches then they will need to share the other jobs together. Having two coaches fill these two roles is very helpful as you may have more than one athlete shooting at the same time and those athletes could be spread all along the shooting line.

Coaches and Managers must obtain a Criminal Record Check and Vulnerable Sector Check when accepting the role. The results of this check must be provided to the Provincial Sport Coordinator as soon as they are received.

## **Event Description and What Your Days Will Look like**

The Alberta Winter Games is a 4 day event that takes place in a city or group of small towns in Alberta. Archery is just one sport of many that takes part in the Winter Games. The Games generally runs during two work days and two weekend days grouped together but this could change depending on the host community.

Archery teams are made up of 4 males and 4 females. They break down into cub and cadet and then into recurve and compound. You may take more than 8 athletes if your zone has athletes that are placed into fill positions. A fill position is created when one of the 8 spaces from a zone cannot be filled because they have no athletes eligible. The space is then opened to athletes from across the Province. The fill space is given to the athlete in that category who has the highest score who has not already qualified for a team. For all intents and purposes a fill is the same as any other member of your team. If one of your athletes is picked as a fill, they will travel, sleep, eat and practice with the zone they come from and any medals they earn will go towards their home zone. Fill athletes are simply filling up a hole in the total number of archers so that there are 8 athletes in each category. It is important to note that fills cannot participate in the team event but they will participate in everything else.

It is a very busy 4 days but all of the athletes, coaches and managers walk away from the event with happy memories and they experience an archery event that is unlike any other in our Province. Please don't let the following breakdown scare you away, it sounds like a lot to manage and take on but ends up becoming very manageable and our veteran coaches and managers are always happy to help.

### **Day 1: Travel & Opening Ceremonies**

Athletes, Coaches and Managers travel up to the host community by Coach Buses that are organized by Alberta Sport & Recreation. Once you arrive at the host community all athletes are taken to a check in location to get accreditation and swag. From there athletes are taken to their Athletes Village school. Boys and Girls are in separate schools and those schools may be across town. Athletes Village rooms are pre-arranged by AWG staff so your athletes may be broken up into different rooms. Athletes are provided with a foamy tumble matt as a sleeping matt. They will bring their own sleeping bags and pillows. Once the team is settled into their rooms they go to dinner at a central food location. Usually you leave straight from the food centre to Opening Ceremonies. Opening Ceremonies is considered mandatory and is almost always held in an outside location and will run despite any inclement weather. After Ceremonies are done, athletes will be shuttled back to their Athletes Villages and coaches and managers will attend a Sports meeting to discuss any concerns, questions or changes that have arisen. Coaches and managers will then be shuttled back to the Athletes Village rooms.

### **Day 2: Qualifying Round**

As a rule archers are usually the first athletes up and out and the last to come in. Archers are usually at the sport venue by 8:00 a.m. at the latest. Internal transportation for the most part is by school buses that make specific routes from the Athletes Village schools to the food centre and from the food centre you will get a designated bus to the Archery sport venue. The shuttle busses to the food centre often stop at several Athletes Villages before going to the food centre so factor this in when deciding what time to get up. Athletes should be dressed and ready to shoot when they leave their Athletes Village to go for breakfast. After breakfast the team is shuttled directly to the Archery Venue and will spend the day there until all shooting is done.

Our schedule has remained the same for many years. An example is below. Do not rely on this when making games plans. You should always refer to the updated one provided at the AWG.

8:00		Athletes Arrive
8:15	8:45	Equipment Inspection for Recurve Archers
8:45	9:00	Welcome and Instructions from Judges
9:00	9:30	Practice for Recurve Archers
9:30	11:00	First 300 for Recurve Archers - <u>right into scoring round</u>
10:30	11:00	Equipment Inspection for Compound Archers
11:15	11:45	Practice for Compound Archers
11:45	13:15	First 300 for Compound Archers - <u>right into scoring round</u>
13:30	15:00	Second 300 for Recurve Archers - <u>2 practice ends will be given</u>
15:15	16:45	Second 300 for Compound Archers - <u>2 practice ends will be given</u>
17:00		Athletes Depart

Lunches are available from 11:00-13:00 and are usually in bag form. Either the Coach or the Team Manager will need to go to a central location within the venue to sign for these lunches and distribute them to their team.

All athletes go straight to the food centre after shooting to get dinner. After dinner it is up to the Coach and Manager what the athletes are allowed to do. There are often activities planned around the Athletes Village school or social events for the athletes in the town. Athletes can also use their accreditation to use transit and the AWG shuttles to move around the host location. A lot of coaches let the athletes go out for free time with the understanding that they must return to their Athletes Village school by a specified time. The AWG does set out a mandatory curfew for all athletes. Check the athlete's handbook for that time.

### **Day 3: Individual Medal Matches**

It will be another early morning with the same breakfast procedure. Athletes will shoot a double eliminator format to determine the medals for the individuals.

Again, below is an example of the schedule.

8:00		Athletes Arrive
8:30	9:00	Open Practice for Recurve Archers <b><i>Cubs will shoot low spots, Cadets will shoot high spots</i></b>
9:15	10:15	1st round of eliminations for Recurve Archers
10:15	10:45	Open Practice for Compound Archers <b><i>Cubs will shoot low spots, Cadets will shoot high spots</i></b>
11:00	12:00	1st round of eliminations for Compound Archers
12:15		2nd round "B" side for both Compounds and Recurves
13:00		3rd round "A" side for both Compounds and Recurves
13:45		4th round "B" side for both Compounds and Recurves
14:30		5th round "A" side for both Compounds and Recurves
15:15		6th round "B" side for both Compounds and Recurves
16:00		Bronze Medal Matches for both Compounds and Recurves
16:45		Gold Medal Matches for Recurves

17:30 Gold Medal Matches for Compounds  
18:30 Athletes Depart  
Lunch is available from 11:00 - 13:00

Athletes again go straight from the venue to dinner. After dinner the host community often holds a video dance and fun night for the athletes. This can sometimes also involve swimming or other activities. Athletes get shuttled from the food centre and Athletes Village schools (not always so you will want to confirm) to the dance and back to the school at the end of the event. This dance is always staffed by volunteer chaperones so coaches do not need to attend but can if they want to. Our day is generally a long one so you might want to suggest that athletes should consider grabbing a change of clothes if it is really important to be dolled up at the dance. Coaches are usually invited to attend a coaches evening with a guest speaker or a mock casino etc.

#### **Day 4: Team rounds, team medals, closing ceremonies and travel home**

This will be your earliest morning of them all. Athletes must be all packed up with bags ready to be loaded onto the buses and sleeping mats returned before they go to breakfast. All luggage is usually taken with the team on the shuttle to the food centre. There is usually a travel staging area where all luggage is deposited according to bus number. It will stay there all day. Athletes will then get breakfast and go to the range for team events.

Below is an example of the schedule.

8:00		Athletes Arrive
8:30	9:00	Open Practice for Mixed Team event Compound and Recurves
9:00	9:30	1st round eliminations for both Compound and Recurve Mixed Team
9:30	10:00	2nd round of eliminations for both Compound and Recurve Mixed Team
10:00	10:20	Bronze Medal Matches for Recurve Mixed Team
10:20	10:40	Bronze Medal Matches for Compound Mixed Team
10:40	11:00	Gold Medal Matches for Recurve Mixed Team
11:00	11:20	Gold Medal Matches for Compound Mixed Team
11:45	12:30	Medal Presentations
1:00		Athletes Depart

At the end of shooting athletes must make sure their equipment is packed and is loaded into a truck to be taken to the bus staging area.

Athletes will usually depart the venue to the food centre to get a hot lunch. The closing ceremonies is often combined with the lunch. From the closing ceremonies athletes are shuttled to the bussing area where they must find their luggage in the staging area where it was dropped off, get their bow cases and load everything onto their bus.

## Tips

As you can see the games is a long 4 days with a lot of things packed into a small amount of time. The following are tips that seasoned games veterans have acquired.

- ❑ Gather contact info and medical info for your athletes and bring it with you. You don't get access to the info they fill out during registration so it is very handy to have your own information in case there are problems
- ❑ Athletes should make sure they have some snacks for the bus ride to and from the games. Depending on the distance travel times can be several hours and they do not stop to pick up snacks once the buses are loaded and moving.
- ❑ The opening ceremonies are almost always freezing cold. Make your athletes pack warmly! They should be able to be outside for 2-3 hours in cold weather.
- ❑ Remind your athletes every time you go anywhere at the AWG that they need their accreditation passes. They can't get on the bus or eat or access anything without them and while they can be re-printed it is time consuming.
- ❑ Set a curfew earlier than the AWG mandated one. The kids will be excited to be there and getting them to settle down enough to sleep will be a challenge.
- ❑ You sleep on the floors of class rooms with at least one half of your team, and sometimes other teams as well. Pack ear plugs and eye covers if you are a light sleeper.
- ❑ Your room is not always secure, you might want a luggage lock.
- ❑ Coaches and managers should give their cell phone #'s out to all the athletes and try to collect theirs in turn. It is always handy to be able to get a hold of someone in a hurry.
- ❑ Coaches and Managers are in for long days of shooting, make sure you have good shoes for standing.
- ❑ Bring tools to deal with equipment breakdowns.
- ❑ Showering can be a challenge. All participants usually shower in the school gym showers. This means that there are usually 2 or three stalls in the girls and boys change room. It is easiest to get time in the morning to shower but it means you have to be up really early. When you arrive ask the school AWG staff if there is a sign up for a shower and what kind of facilities there are. Sometimes the showers lack curtains so you or your athletes might want to bring a swimsuit to shower in. And bring a towel!
- ❑ Get your athletes to pack on the 3<sup>rd</sup> night after the dance. They will be hyper from the excitement of the dance anyway. If they get most of their stuff packed before bed the morning won't be so painful.

- ❑ Hotels are limited at the host communities so encourage your parents that want to travel that they should book hotels as soon as possible.

### **Funding Information**

Alberta Sport may give up to \$500.00 in funding to offset the costs of the team trials and team training, however these funds are not available until after the Alberta Games has been completed and the amount can vary. Each Zone is responsible for their own fundraising and fees to cover team trials costs, team uniforms and any extra team practices and expenses. Financial support may be available from Archery Alberta but must be pre-approved as a reimbursable expense before spending. All grant money will be forwarded to the Zone Representative when received by Archery Alberta.

### **To Do List**

- ❑ Discuss with the Team Coach and Manager who will announce the results. It may be you to name the Zone's team.
- ❑ Once the team has been named at your zone trials, work with your Zone Representative to make sure that all paperwork is completed and forwarded to the Provincial Sport Coordinator. You as a coach or manager will also have to fill out the paperwork and register with the AWG online service. You will want to encourage your athletes to sign up to take the bus to and from the games. It is much easier to get them off a bus (if parents want to drive) than it is to get them on a bus when plans fall through.
- ❑ Work with you Zone Representative to order team uniforms. The uniforms are usually just shooting shirts with a pair of black pants but it is up to the team what they want to do for a uniform. You want to place your uniform order as soon as possible as it is usually a short turn around and it may be race for you to get them done before you leave.
- ❑ Attend the Zone Coaches and Managers meeting. AWG will be in touch with you to let you know when and where this meeting will occur. It is very important that at least one person (either coach or manager) attend this meeting. It has valuable information about time lines, accommodations, etc. You will also get your team bus schedule here as well as the AWG swag which usually consists of a hoodie and a toque. Check your bus schedule to make sure all your athletes are on your bus if they are supposed to be. You may want to review the hoodies you get at the meeting. The sizes are based off of numbers from past years so you may have a weird collection of sizes and you can often trade with other teams to get the desired sizes.
- ❑ Get contact information for all of your team members (and maybe any potential fills) and use that information to set team practices and notify athletes and parents about them and any other things that come up before the games. It's a good idea to have a final team meeting right before the departure date to make sure equipment is ready to go, everyone has team uniforms and games hoodies and all problems have been addressed before you leave.

- ❑ Run team practices between the time the team is named and the Alberta Winter Games. Ensure you have time to work with all of your athletes at least once before leaving for the Games.
- ❑ Keep the parents and athletes informed of expected costs, dates of practices and any other information that comes to you along the way.
- ❑ Travel with your team to and from and during the Alberta Winter Games.
- ❑ Assist athletes with managing equipment and making needed equipment repairs.
- ❑ Coach athletes during the events.
- ❑ Chaperone athletes during off shooting times.