

## Team Manager/Coach for BCB Majors Competitions

All matters relating to the team are the responsibility of the Executive Director and/or the LBAA Board. To assist with matters prior to the Majors and while the team is in attendance at the Majors a team manager shall be appointed.

### Selection of Team Manager:

1. Three weeks prior to the Majors Competition a request for expressions of interest will go to all clubs asking interested parties to apply for the position of Team Manager/Coach.
  - i. The expression should address the issue of biases the person might have and how they will be mitigated.
  - ii. Note: this isn't a free trip to spend watching bowling.
  - iii. You are there to represent every player on the team

This request/application form will also be posted on the website.

2. All interested parties shall send their application for the position to the Executive Director no later than two weeks prior to the start of the Majors who will give all the names/bios to the Vice Presidents.
3. The Vice Presidents will prepare a summary package for the LBAA Board to make the appointment.
4. Selection of the Manager/Coaches will be made by the LBAA Board with first preference going to trained/certified coaches with previous experience at a Canadian Major Championship as a coach.
5. A Vice President shall notify the successful appointee and review the role and responsibilities outlined below no later than 1 week prior to the start of the Majors.
6. The executive director shall put a note on the website indicating who the manager shall be for the competition.

### Prior to Departure the team manager shall:

1. Once the team is defined reach out to each player and introduce him/herself and get contact information for the player while at the event especially for those players who are not staying at the host hotel.
2. Shall work along with the Executive Director to ensure all players have the provincial clothing they will require for the competition.
3. If there is an option shall host a "send off" party for the participants.
4. Shall book their own flight to the host city making sure they arrive before meetings and play begins.
5. Let the executive director know arrival date at the host city so a room at the host hotel can be booked. (understood that the manager may room with a player)

### **Duties at the host city - prior to start of play:**

1. Attend team managers meeting hosted by Bowls Canada.
2. Be familiar with the current “Conditions of Play” and tie breaker format as documented by Bowls Canada Boulingrin.
3. Be familiar with the “Code of Conduct” that each of the players is required to sign prior to participation.
4. Be familiar with the ‘Code of Conduct’ policy in the LBAA policy binder,
5. Call a team meeting to distribute the information and material coming from the Team managers’ meeting including the players’ lunch passes and entry tickets/passes. (There should not be any non-players attending this meeting.)
6. Ensure all players, in particular the skips, have read and are familiar with the “Conditions of Play”.
7. Ensure all players have their bowls and shoes inspected at the scheduled time.
8. Make sure all the players know the transportation schedule or have their own rides to the greens.
9. Make sure every player knows when/where to be for opening ceremonies and what to wear.
10. If there is an opening banquet, introduce the team at the opening reception.
11. Make sure the players understand where/when their lunches will be served.
12. If the players are in agreement share their contact information and what hotel room each person is in.
13. Make sure the players all know how to get in contact with you during the competition.

### **Duties during event:**

1. Participate in the opening/closing ceremonies with the team; make sure you are in the team clothing.
2. Lead the whole team in team building exercises. This can include hosting a team dinner one night when no one is playing, high fives before the game, etc.
3. Check to ensure teams are aware of where they are supposed to be – (especially when there are multiple venues) and where the lunches will be that day.
4. Discuss with each team, prior to play, what they feel comfortable with regarding input from the team manager/coach.
5. Pay close attention to the needs of the players – physical and mental. If there is a perception their game is in trouble - call them aside for a few words. Sometimes just distracting them for a minute or suggesting they take a walk or if they want a beverage. They need to feel like someone is there cheering them on.
6. Watch for signs of team discord, lack of team spirit etc., and address via skip. Try to reduce the Calgary/Edmonton disconnect. We are all one team.
7. Scout out opposition when requested by players.
8. Maintain up to date stats on event, so all players are aware of where they stand, and/or what they have to do.
9. Should a medical emergency arise, take responsibility for obtaining the necessary transportation of the player for treatment and accompany them if necessary.

10. When round robin is over – be prepared to advise teams on their status in the event tie breaker(s) are required.
11. If there are any of the teams involved in a tie-breaker situation team manager will be on hand for duration.
12. Wait to eat lunch until after the last game is done for your team. You need to be perceived as caring about all your players.
13. In the event there is a dispute between your team and an opposition, be prepared to be called upon for advice and for you to raise it with the officials.
14. In the event a player(s) is unable to play – know the BCB substitution rule for that situation and in conjunction with team members follow the LBAA substitution guidelines to replace the player.
15. When team has a bye, ensure their transportation needs are met.
16. Arrange for pictures to be taken during the event.
17. Make sure you split your time between all the teams. Especially when your teams are playing at different venues.
18. Make sure your team has fluids, food, sugar, band aids, etc. during the game.
19. Ensure all players get to their meals in a timely manner – recognizing that some of them may opt for some ‘quiet’ time away from others.
20. Ensure all players participate in the ‘mandatory’ social items – such as opening reception, opening & closing ceremonies, banquet. Players can do their own thing around non-mandatory social events – such as “drive & draw” night.

**Duties when event is over:**

1. Provide a summary on the event including recommendations and suggestions to the Vice President who will share it with the LBAA Board.
2. Send in any pictures to be posted on the website to the Executive Director.
3. Make sure expense claims are submitted along with supporting documentation in accordance with current LBAA policy

**Vice President/Executive Director Duties when event is over:**

1. Survey the Players to see how well the Manager/Coach executed their duties and responsibilities and whether they should be asked back another year.
2. Follow up with the team manager and receive any additional comments they have in regards to future years and the duties the manager should fulfil.

**Funding for the Team Manager:**

The Team Manager / Coach will be funded/supported based on the current LBAA budget and Policy.