



**ONTARIO  
FENCING  
ASSOCIATION**

[www.fencingontario.ca](http://www.fencingontario.ca)



## **OFA Hiring Personnel for 2016 Ontario Summer Games**

The Ontario Fencing Association is hiring Team Staff for the upcoming Ontario Summer Games. Team Staff consist of two (2) Head Coaches, two (2) Assistant Coaches, & two (2) Team Managers for the Boys and Girls Cadet and U15 teams. The OFA will be sending a total of 72 athletes to the Games with 36 in the Cadet and 36 in the U15 categories. Each category is made up of 18 boys and 18 girls.

All Coaches and Team Managers will be assigned to genders of athletes and **MUST** be the same gender. The entire team staff must have a valid police check including a vulnerable sector screen and have signed off on the OVA disclosure form.

### **QUALIFICATIONS, ROLE AND RESPONSIBILITIES**

#### **Coach Qualifications**

- Must be a current Coaches license holder of the CFF (Required)
- Fully certified Comp-Development Coach or equivalent (Min. NCCP Level II certified as of July 1<sup>st</sup>)
- Assistant Coaches may be considered with lower qualifications.
- Current Vulnerable Sector Screening & Police Screening Check and have signed off on the OFA Disclosure form (Required)
- Prior involvement in OFA age-division programs (Recommended)
- Demonstrated administrative and leadership skills (Recommended)
- Able to fulfil the time commitment necessary for role (Required)

#### **Duties and Responsibilities**

- Develop a plan for possible training camp and competition
- Schedule programming in consultation with the OFA Executive Director
- Act as a liaison with other staff/volunteers and participate in meetings as required
- Responsible for enforcing the OFA Code of Conduct of players and staff and reporting any and all code of conduct issues in a timely manner to the Executive Director
- Promote athlete safety through leading by example and encouraging proper training practices.
- Informing athletes in such a way as to leave no doubt whatsoever of precisely what conduct is expected of them when participating in the program
- Share information with the other members, athletes, and the parents/family of the athletes, as appropriate and to help them prepare for the Games.
- Help athletes to grow as a team - both from an athletic standpoint and a social one.
- Lead and guide the athletes to perform at their best at the Games
- Supervise athletes and ensure their safety and well-being throughout their Games experience.
- Mentor Assistant Coach
- Travel on Games transportation with the Games athletes; stay in Games accommodations with the team, and supervise athletes throughout the Games.

## Manager Qualifications

- Must possess a Vulnerable Sector Screening & Police Screening Check completed within the last three (3) years and have signed off on the OFA Screening Disclosure Form. Teachers are not exempt from OFA policy. (Required)
- Demonstrated administrative and leadership skills (Recommended)
- Able to fulfil the time commitment required by the Provincial Team Program (Required)
- Must be 18 years of age or older
- The Manager MUST be of the gender competing. Example, all female athletes must have a female Manager.

## Duties and Responsibilities

- Assist in the administration of the OFA's involvement with the Ontario Summer Games, e.g., registrations, uniforms, facilities, equipment, first aid, video equipment, etc.
- Work in concert with the other Coaches and Team Managers to ensure all critical timelines are met in preparation for the Games
- Ensure that players they are chaperoning are aware of OSG policies, check in requirements, accommodations, curfew, on site meals, departure times and team activity agendas, etc.
- Ensure all OFA athletes have completed the online registration and have checked off the waivers on the Ontario Summer Games Website
- Responsible for enforcing the OFA Code of Conduct on site at the Games
- Share information with the other members, staff, athletes, and the parents/family of the athletes, as appropriate and to help them prepare for the Games.
- Help athletes to grow as a team - both from an athletic standpoint and a social one.
- Lead and guide the athletes to perform at their best at the Games
- Supervise athletes and ensure their safety and well-being throughout their Games experience.
- Travel on Games transportation with the Games athletes; stay in Games accommodations with the team, and supervise athletes throughout the Games.
- Other duties assigned by the Executive Director as required

## COMMITMENT EXPECTATIONS

- Participate in pre-Games conference calls and meetings
- Aug 10-14, 2016 Ontario Summer Games on site

Please forward your cover letter, relative coaching or administrative resume and one (1) professional letters of reference (from club representative or parent of athlete) via email, with "Ontario Summer Games Team Coaching Staff" in subject line, no later than June 10<sup>th</sup> @ 5:00pm, 2016 to: Selection Committee C/O Laurence Bishop, OFA Executive Director, [l.bishop@fencingontario.ca](mailto:l.bishop@fencingontario.ca)