

**The Ottawa District Badminton Association (ODBA)  
is accepting applications for the positions of  
**COACH and MANAGER**  
for the 2012 Ontario Winter Games (OWG) team  
The OWG Badminton portion will be held sometime between  
March 5-12, 2012 in Collingwood**

**The applicants for these positions shall meet the following requirements:**

- have strong communication skills and the ability to manage regular training sessions
- be able to work as a team with coach/manager & ODBA OWG committee
- completed full NCCP Level 2 certification (if the candidate does not meet this qualification, the District must make a specific application to the Ontario Game Administrator (OGA))
- Note: the combined two positions will be filled by one male and one female applicant
- Successful police check (cost will be reimbursed by the ODBA).

**Combined Responsibilities of the COACH and MANAGER:**

Training Team and OWG Team Selection Guidelines

- book training dates, times & locations
- consult OWG committee and coaches for input into the training team selection
- use the OWG 2012 Winters Games Selection Criteria posted by the ODBA
- propose a format for the final selection event (Fall 2011) and work with the OWG committee to seek endorsement of this format from the ODBA Board of Directors
- organize and run the team selection of 5 girls and 5 boys + 2 alternates
- communicate selection criteria to all players, parents, clubs, and coaches
- provide a training schedule to players including an expected code of conduct

Finance & Planning

- assist the ODBA in providing a detailed budget (expenses and revenues)
- organize and conduct fundraising where possible
- secure sponsor(s) where possible and procure uniforms
- organize transportation to/from Games
- submit all invoices/expenses to the ODBA treasurer

Preparation for the OWG

- be familiar with all rules / regulations of the OWG
- complete all paperwork for the Games (registration/medical)
- encourage and provide an individualized player training program
- conduct team training sessions to determine optimal athlete pairings
- encourage athletes to participate in High Performance tournaments
- consult OBA for any required information prior to OWG games
- provide Official for the Games from the ODBA (if available)

#### At the OWG

- travel with team players to and from the Games
- ensure the safety and well-being of the team
- provide coaching and support to each player
- provide extra drinks and food at the Games

#### After the OWG

- provide a report documenting lessons learned and recommendations for future OWG events within 6 weeks after the event

#### **Selection Criteria**

- combination of leadership and coaching experiences
- Level 2 NCCP status with Badminton Canada
- Passion for badminton and works well with juniors

#### **Remuneration:**

Financial compensation will be provided by the ODBA for gym training time delivered by the coach. Expenses incurred by the manager through his/her involvement with the team prior to the actual event in March 2012 will be reimbursed and an honorarium will be offered as determined by the OWG committee. Travel, accommodations and food expenses incurred by the participation of the coach and manager in the 2012 event will be covered by the ODBA.

#### **Application information:**

- Interested parties are required to send a brief resume detailing their related credentials.
- Send applications to [kevin.willington@odba.ca](mailto:kevin.willington@odba.ca) by end of day on the application deadline. Expect an email confirmation of application within 3 business days to confirm receipt of application.
- Application deadline: June 30, 2011