



Call for Interest for Coaches for the Provincial Legion Team 2026

Athletics New Brunswick is now seeking applicants for the upcoming Royal Canadian Legion provincial team programs. The coaching staff for the Provincial Legion Team 2026 will include one **Head Coach**, two **Event Coaches**, and one **Development Coach**. **IF** there is no **Development Coach** selected a third **Event Coach** will be added.

All selections will be made in accordance with ANB Policy 2.1: Provincial Teams Staffing

Applicants are asked to submit the requested documents to anbserviceproivder@gmail.com by **April 1, 2026**

Positions Duties

Head Coach

The Team Head Coach's responsibilities include, but are not limited to:

- coordinating Team Staff activities and promoting team work,
- preparing and have available the rulebook and all technical information relevant to the competition attended,
- working with Event Coaches to prepare athletes to achieve their best performance at the event,
- authorizing all entries and all necessary changes of athletes in the events,
- submitting a final report within 35 days after the event,
- handling media requests on behalf of the team and association,
- reporting to the Head of Delegation.

Event Coach

The Event Coach's responsibilities include, but are not limited to:

- gathering and keeping up to date information related to the athletes such as personal bests, season best, etc.,
- recommending to the Team Head Coach necessary changes of athletes in the given event,
- working as a team with the other Event Coaches, Managers and Head Coach,
- participating to Team activities and athlete development activities leading to the event,

- assisting the athletes in training and preparation sessions, competition warm-up, and competition whenever possible,
- at the event, establishing the athlete's readiness and maintaining a close liaison with the Team Medical Staff with regard to existing problems,
- ensuring that the athlete's equipment is adequate and available,
- being aware of all technical information and rules specific to each event, including confirming and double checking entries each day,
- providing athletes with all pertinent technical information such as time of the event, progression rules, lane number, etc.,
- accompanying athletes to the venue and during their warm-up and ensuring that athletes get on time in the call room,
- debriefing athletes on their performances and ensuring appropriate recovery measures are implemented,
- sharing with the other Team Staff members the responsibility for monitoring athletes conduct and creating an environment promoting performance and wellbeing,
- reporting to the Team Head Coach.

Development Coach

The objective of this position is to gain experience and understanding of the duties of a Team Coach. For that, the Development Coach may be assigned some Event Coach duties as judged appropriate by the Team Head Coach and is expected to assist Team Event Coaches.

Time Commitment

All applicants, if selected, are expected to be present at these activities:

- The NB Legion Provincial Selection Meet,
- The Provincial Legion Team rally
- The Royal Canadian Youth Championships

Information Requested

- Cover Letter – specific to position of interest addressing the selection qualifications,
- Coaching Resume,
- NCCP Coaching transcript,
- 2 **written** References - relevant to sport setting and coaching experience.

Statement of Qualification

Team requirements

The coaching staff (Head Coach, Event Coaches, and Development Coach) must include:

- At least one coach who is able to communicate in track and field specific technical French.
- At least one coach who is able to communicate in track and field specific technical English.
- At least one coach of each gender (male and female).

Head Coach

In order to be considered, your application must clearly explain how you meet the following (essential qualifications):

- Be a coach member in good standing with Athletics NB (including having a valid Police Record Check including Vulnerable Sector, and having completed the Coaching Association of Canada's Safe Sport course) at the time of application.
- NCCP Club Coach/Level 2 Certified at the time of application .
- have completed Making Ethical Decisions online course and evaluation at the time of application.

If you possess any of the following, your application must also clearly explain how you meet it (other qualifications):

- bilingualism considered an asset,
- experience as a Head Coach on a National or Provincial Team,
- demonstrate organizational and management skills,
- experience in attending National Championships,
- ability to communicate in clear and effective manner,
- experience in training U16 and U18 athletes,
- experience in coaching different athletics events.

Event Coach

In order to be considered, your application must clearly explain how you meet the following (essential qualifications):

- Be a coach member in good standing with Athletics NB (including having a valid Police Record Check including Vulnerable Sector, and having completed the Coaching Association of Canada's Safe Sport course) at the time of application.

- NCCP Club Coach/Level 2 Trained at the time of application.
- have completed Making Ethical Decisions online course and evaluation at the time of application.

If you possess any of the following, your application must also clearly explain how you meet it (other qualifications):

- bilingualism considered an asset,
- experience on a National or Provincial Team,
- experience in attending National Championships,
- ability to communicate in clear and effective manner,
- experience in training U16 and U18 athletes,
- experience in coaching different athletics events.

Development Coach

In order to be considered, your application must clearly explain how you meet the following (essential qualifications):

- be a coach member in good standing with Athletics NB (including having a valid Police Record Check including Vulnerable Sector, and having completed the Coaching Association of Canada's Safe Sport course) at time of application.
- NCCP Sport Coach/Level 1 Certified at the time of application.
- have completed Making Ethical Decisions online course and evaluation at time of application.

If you possess any of the following, your application must also clearly explain how you meet it (other qualifications):

- ability to work cohesively with Head Coach and other staff,
- Experience on a Provincial Team,
- Experience in attending National Championships,
- Ability to communicate in clear and effective manner,
- Show interest or experience in training U16 and U18 athletes,
- Experience in coaching different athletics events.

Contact Information

The complete application and documents must be sent electronically at anserviceprovider@gmail.com.

Applicants can contact Matt Candy at anserviceprovider@gmail.com for more information.