

## **Functions of Coaches, Chaperons, Trainers and Working Committees for the 2019 CARAA Meet**

### **General Operations Manager**

- Oversee the operations of the technical and working committees of Benguet delegation from the preparation of coaches and athletes' documents, training, participation of the athletes in the events and operations of the delegation working committees.
- Coordinate with the host school re: delegation concerns and other related activities.
- Entertain delegation guests/visitors.
- Prepare/submit an evaluation/accomplishment report of committees to the Management Board.

### **General Athletic Manager**

- Coordinate all activities relevant to the management of the coaches and athletes participation to the CARAA Meet.
- Coordinate with the CARAA Management re: Game Management, schedule and other related activities.
- Represent the Benguet delegates to the CARAA Management meetings and perform functions as required.

### **Co-General Athletic Manager**

- Assist the athletic manager;
- Report/update the athletic manager on game results and other matters;
- Perform other related functions.

### **Team managers**

- Monitor and assess the performance of athletes and coaches during the training and actual games and note the strength and weaknesses.
- Provide technical assistance to coaches during the training and between games based on noted observations.
- Report/Update the Management Board re: standing/accomplishment on game results.
- Take note of the playing venues, schedule of games and assist in the shuttle schedule.
- Manage the daily attendance sheets of their respective teams.

### **Screening**

- Coordinate with Division Sports Coordinators and coaches in ensuring the accuracy, updates and completeness of all documents of athletes and coaches.
- Represent the Benguet delegates in the CARAA Regional screening process.
- Assist the RSAC chairperson in ensuring accurate, update and complete documents of athletes and coaches.
- Prepare/submit reports to the operations Management.

### **Camp Directors**

- Design and construct the welcome arc at the entrance of the camp
- Design and construct other beautification installations in the camp that will radiate glamorous scenes. As means of adding beauty and attractiveness of the camp.
- Oversee the preparation of the camp/billeting area such as:
  - a. Ensure proper drainage in the washing areas;
  - b. Place sufficient garbage disposal for biodegradable and non-biodegradable waste in the camp;
  - c. Setting up the kitchen area with clean and spacious food storage and dining area;
  - d. Assigning sleeping quarters for all members of the delegation;

- e. Assigning comfort rooms and bathrooms equitably to the members of the delegation;
- f. Provide directories and signage in the camp;
- g. Coordinate with the host school re: billeting and other related concerns; and
- h. Assist the management in entertaining guests/ visitors of the delegation.
- Prepare camp rules and regulation and discuss this with the members of the delegation for compliance.
- Post final copies of the camp rules and regulations in strategic areas in the camp.
- Report to the operations management re: problems/issues resolved or that needs yet to be resolved and other accomplishment, feedback and other recommendations.
- Coordinate with the security officers and peace and order forces in ensuring compliance of all members of the delegation on camp rules including Barangay/Municipal ordinance.
- Direct all the athletes, coaches, trainers, chaperons other participants and officials on the efficient use of water and lightings.
- Practice the proper waste segregation, collection and disposal of solid waste management and strict non-use of Styrofoam in the whole duration of the Meet.
- Have regular inspection of comfort rooms, latrines and bath rooms.
- Coordinate with the clean and green committee for beautification works that needs to be done.
- Arrange sleeping rooms of honorary officials and other VIP's.
- Prepare and submit report.

#### **Medical, Health and Emergency Services**

- Prepares medical and health services needs for the delegation (drug materials).
- Prepares medical certificates of athletes and coaches as needed.
- Provide medical and health services to members of the delegation from the training period until the end of the CARAA.
- Assist in enforcing observance of cleanliness and sanitation within the camp.
- Dispatch personnel to the events most in need of priority assistance.
- Conduct roving services in the evenings to ensure that health services are provided to those in need.

#### **Coach**

- Guide, take care and ensure the wellbeing of athletes entrusted in him at all times from the training period until the return trip from the host venue.
- Familiarize the players' names, ethnicity school and roles in the team.
- Coach, update, inspire and defend the athletes in and out of the playing field.
- Relate with athletic managers, team managers and officiating officials constantly for updates regarding playing venue, schedule and other CARAA related matters.
- Ensure that their athletes abide by the rules and regulations in the camp, playing areas and in other activities where they participate in.

#### **Co-coach**

- Assist the coach during/or from the training to the implementation of the game plans.
- Assist the coach in the scheduled games and rules/activities set by the management.
- Take over the coach in his absence.
- Perform other related functions in connection with providing care to the athletes.

#### **Trainer**

- Coordinate with the coach for his game plans and target.
- Prepare a training design with the concurrence of the coach and implement it.
- Train the athletes in accordance with the training plan and inculcate values and honesty, respect and discipline among athletes, coaches and officials at all times.
- Introduce various strategies and techniques necessary to be employed in case of a neck-to-neck game.

- Review game plan from time to time and bench mark to other teams.

#### **Chaperon**

- Accompany the athletes and assist the coach in ensuring the wellbeing of female athletes entrusted to them especially during rest periods, eating time, bedtime and other activities where they are involved.
- Ensure that athletes help in keeping their quarters and surroundings clean and sanitary and abide by the camp rules and regulations.
- Inspect girls comfort rooms regularly to ensure that cleanliness and sanitation are observed at all times.
- Attend to the safekeeping of the athletes' baggage, valuables and personal belongings.

#### **Sports Analyst**

- Conduct assessment and analysis on the performance the delegation vis-à-vis previous performance and provide recommendations.
- Provide analysis and technical assistance/feedback to coaches and team managers.

#### **Finance**

- Prepare payroll for incentives of winning athletes and coaches in accordance with the guidelines on incentives.
- Prepare payroll for the CARAA participating athletes in accordance with Provincial Ordinance No. 17- 2013 in the amount of P1, 200.00.

#### **Transportation**

- Coordinate with the bus and shuttle drivers and make the necessary arrangement for the transportation of delegates to the CARAA meet and also the trip going back home. Prepare a systematic listing of delegates with corresponding bus arrangement.
- Coordinate with the host division re: transportation concerns.
- Take charge of the transportation of athletes, coaches and other officials to and from the venue of the activity during the training period and the CARAA meet proper.
- Make sure that shuttle service have equal distribution of trips.

#### **Security Officers**

- Inform to all members of the delegation on the camp rules.
- Inspect quarters to make sure athletes, coaches, chaperons and trainers are in the camp/ respective rooms before curfew hours.
- Assist the camp directors in enforcing proper waste segregation and disposal.
- Enforce discipline in the camp and conduct roving patrol especially at night.
- Require visitors to fill in the logbook.
- Report to management any untoward incident.
- Put lights off when not in use.

#### **Parade Officer**

- Design/choreograph the parade for the "saludo" if there be any.
- Assign the delegation order of parade and conduct practice if necessary for the parade.

#### **Public Information, Photo Documentation and Evaluation**

- Prepare a meaningful documentation of the highlights of Benguet participation and performances in the CARAA with proper captioning.
- Prepare/submit accomplishment report to the operation management.
- Update management regularly within the day the results/issues and concerns.
- Make a comparative report of the performance of Benguet athletes based CARAA results for the last three years.
- Attend all meetings and other functions as required by the operations management.
- Stay at the information desk to assist/provide or relay information as needed.
- Relate with operations and athletic management to get and provide updates based official and unofficial reports

- Assist in the dissemination or posting of notices on urgent matters and or instruction from the management.
- Prepare a tool to evaluate the performance of Benguet to the 2018 CARAA from the start of the practice to the competition proper through a questionnaire.
- Submit accomplishment/evaluation report with feedback and recommendation to the Management.
- Keep records and consolidate all reports of individuals and committees, minutes of meeting/discussions, game results and other highlights of the activities.
- Prepare the CARAA 2019 terminal report.

#### **Clean and Green and Sanitation Committee**

- Coordinate with the camp directors on beautification works to be undertaken.
- Observe proper potable water sanitation and food safety measures.
- Enforce clean and proper sanitation in the camp at all times.
- See to it that the cleanliness and sanitation of the whole billeting area is maintained;
- Advise the occupants in the area to practice the “batog ko, dalus ko/tapat ko linis ko”
- Install garbage receptacles in strategic areas;
- Collect garbage every afternoon or every morning;
- Invite the cooperation of everyone in the maintenance of cleanliness in and out of the billeting area.

#### **Liaison and Procurement/Canvasser**

- Draft SEF budget proposal for review by the capitol finance committee.
- Prepare PPMP in accordance with the approved budget.
- Prepare purchase request and purchase orders as required.
- Canvass items goods as directed by the Provincial BAC.

#### **Supply/Equipment/Material Officers**

- Take charge of the procurement and distribution of uniforms, supplies and other materials needed in the CARAA participation.
- Inventory equipment/materials/supplies used in the CARAA Meet.
- Add in the inventory newly purchased equipment/materials/supplies used in the CARAA Meet and provide proper storekeeping of said items after the meet.
- Participate in mess inspection and have inventory of supplies not consumed after the meet.
- Prepare/submit accomplishment report with feedback and recommendation to management.

#### **Mess Manager and Nutritionist**

- Prepare the menu for the delegation from the training until the end of the CARAA meet.
- Plan and prepare the menu for snacks and meals of players needing specific food intake that are suited to their sports events.
- Manage and supervise snacks and meal time.
- Manage and supervise purchases of food supplies.
- Enforce discipline and cleanliness to all personnel and athletes in the kitchen and mess area.
- Manage and supervise the disposal of solid waste properly segregated.

#### **Mess Committee**

- Prepare and serve food for the delegation.
- Assign food purchasers of food supplies for the delegation.
- Always have in their company inspectors during purchase of food supplies.
- Submit receipts/documents of purchase to the budget officer which are validated and countersigned by the inspectors.