

**Invitation for Application**

**TO: All Alberta Football Coaches**

**FROM: Taylor Stiles, Technical Director – Football Alberta**

**RE: Team Alberta Provincial Team Program 2024-2026**

**DATE: Friday September 1, 2023**

Attached you will find a coaching application form for Football Alberta’s Provincial Team Programs. We are inviting coaches to apply to become part of our Alberta Provincial Team Programming. All Provincial Teams will be accepting applications, this includes U18, U18/U17 Blue, U18 Girls, U16 and U16 Regional. New coaching staffs will be selected for all programs; those that apply must be willing to accept a three-year commitment to Football Alberta. The first year of the three-year commitment will serve as a probationary period, Football Alberta reserves the right to relieve all or some of the coaches from their duties if it is felt that they are not what a program requires going forward.

Please read the following for important timeline information prior to applying for any of the available positions.

**U18 Team Alberta Canada Cup Timeline Expectations**

1. Coaches Retreat in Feb-March – Date TBD
2. Virtual Meetings leading up to the Selection Camps.
3. April or March – QB Selection Camp for Offensive Coaches in Red Deer.
4. April – 2 Regional Selection Camps – one in Edmonton and one in Calgary.
5. Virtual Meetings prior to the May Selection Camp.
6. May Long Week Selection Camp – Location TBD.
7. June Week Team Mini Camp – Location TBD.
8. 11-14 days in July for the Football Canada Cup.
   1. 2024 Event is in Regina APPROXIMATELY July 4-16.
   2. 2025 expected to be in Nova Scotia.

**U18/U17 Blue Timeline Expectations**

1. Coaches Retreat in Feb-March – Date TBD
2. Virtual Meetings leading up to the Selection Camps.
3. April or March – QB Selection Camp for Offensive Coaches in Red Deer.
4. April – 2 Regional Selection Camps – one in Edmonton and one in Calgary.
5. Virtual Meetings prior to the May Selection Camp.
6. May Long Week Selection Camp – Location TBD.
7. June Team Camp – TBD.
8. 7-10 days in July for a competition.

**U18 Girls Team Alberta Canada Cup Timeline Expectations**

1. Coaches Retreat in Feb-March – Date TBD
2. Virtual Meetings leading up to the Selection Camps.
3. May Long Week Selection Camp – Location TBD.
4. June Final Selection Camp – Location TBD.
5. June or July Week Team Mini Camp – Location TBD.
6. 11-14 days in July for the U18 Football Canada National Championships.
   1. 2024 Event is in Calgary APPROXIMATELY July 18-28.

**U16 Timeline Expectations**

1. Coaches Retreat in Feb-March – Date TBD
2. Virtual Meetings leading up to the Selection Camps.
3. April or March – QB Selection Camp for Offensive Coaches in Red Deer.
4. April – 2 Regional Selection Camps – one in Edmonton and one in Calgary.
5. Virtual Meetings prior to the May Selection Camp.
6. May U16 Bowl Coordinators and HC for the 4 Regional Teams. (2 North & 2 South)
7. June U16 Bowl Final Game - TBD
8. June Team Camp – TBD.
9. 7-10 days in July for a competition.
   1. 2024 in Regina June 29-July 8

**U16 Regional Staff Position Coaches Timeline Expectations**

1. Virtual Meetings leading up to the Selection Camps.
2. April or March – QB Selection Camp for Offensive Coaches in Red Deer.
3. April – 2 Regional Selection Camps – one in Edmonton and one in Calgary.
4. Virtual Meetings prior to the May Selection Camp.
5. May U16 Bowl Position Coaches for the 4 Regional Teams. (2 North & 2 South)
6. June U16 Bowl Final Game - TBD

**Head Coaching Candidates:**

**Head Coaches:** As a head coach you will be responsible for all the technical aspects of your team. It is expected that all Head Coaches commit to working collaboratively with the Football Alberta office staff, team support personnel and other Team Alberta coaching staff. It is the sole responsibility of Head Coaches for the development of the practice plans for all pre-competition events such as, selection camps, and all other team related activities. (Regional Selection Camps, Final Selection Camp, Mini-Camps and Main Training Camp/Football Canada Cup as scheduled by the Football Alberta office.) In recognition of the time required to organize and operate a Provincial Team, head coaches will receive an additional honorarium based on the team. It is also important to note that head coaches will also assume all responsibility for their team during organized team activities, these duties include but are not limited to team supervision, behavior, curfew enforcement and liaise with parents/guardians. Head Coaches will be assigned a General Manager. The General Manager will work alongside the Head Coach to ensure all the logistical aspects of team operations are fulfilled. Please carefully consider all roles and responsibilities of a Head Coach before applying. Listed below are items that will be managed by the Football Alberta office staff, if required, Football Alberta office staff may consult the Head Coach on certain items.

- Selection Camp dates - Training Camp dates

- Jersey Design and Color - Coaching Apparel

- Athlete numbering - Transportation to FCC

- Support staff selection - Player eligibility

- Football Canada curfew and rules

**Please see next page(s) for the Application Form**



Team Alberta Coach Application

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CURRENT TEAM:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NCCP NUMBER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ POSTAL:\_\_\_\_\_\_\_\_\_ CELL PHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TEAM YOU ARE APPLYING FOR:** (Can choose more than one. List 1,2,3…with your team preference)

\_\_\_ Team Alberta U18 FCC \_\_\_ Team Alberta U18/U17 Blue \_\_\_ Team Alberta U18 Girls

\_\_\_ Team Alberta U16 \_\_\_ Team Alberta U16 Regional

**POSITION APPLYING FOR:**

\_\_\_ Head Coach \_\_\_ Off. Coordinator \_\_\_ Def. Coordinator

\_\_\_ Special Teams \_\_\_ Position Coach

\* - Please check as many positions as you would like to be considered for (i.e. the head coach of the team could also be one of the coordinators) Note that only the head coaching applicants will be contacted for interview.

**For Head Coach Applicants Only:**

\_\_\_ I am willing to let my name stand for a coordinator or position coach if I am not selected as Head Coach.

\_\_\_ I am only willing to let my name stand for a head coaching position.

**AREA OF EXPERTICE:** (List 1, 2, 3… in order preference)

\_\_\_ QB \_\_\_ RB \_\_\_ REC \_\_\_ OL \_\_\_ DL \_\_\_ LB \_\_\_ DB

**(see next page for required attachments)**

**ATTACHMENTS:** **Please include the following for specific applications:**

Head Coach:

* Cover letter and proof of required NCCP Certification
  + Making Headway, Safe Contact, Making Ethical Decisions and Safe Sport
  + Certified Position Coach or in the process of completing
* Reference letter from a person of authority (i.e. school administrator, parent group president)
* List of three other references (please include all contact information)
* A short, one-page memo on your thoughts on player selection, playing time for selected players, and the intent of Team Alberta. A short, one-page memo on your overall thoughts about running the O/D/ST and your philosophies. Goals and expectations for the team and how you plan to work towards your team goals.
* Draft Schedule for the Team’s Mini Camp in June and first 5 days of the Team Prep Camp through until the day after Game #1.
* A Coordinators Mini-Package (see below) if you are applying for a Coordinators role as well
* A list of times that would be best for you to be interviewed either in person or via video conference call between October 15 and November 1.

Coordinators (Off., Def., Special Teams):

* Cover letter and proof of required NCCP Certification
  + Making Headway, Safe Contact, Making Ethical Decisions and Safe Sport
  + Certified Position Coach or in the process of completing
* Reference letter from a person of authority (i.e. school administrator, parent group president)
* List of three other references (please include all contact information)
* A short, one-page memo on your overall thoughts about running the O/D/ST and your philosophies. Goals and expectations for the team and how you plan to work towards your team goals.
* A Coordinators Mini-Package (contact Football Alberta if you wish to get a copy of last years):
  + no more than four (4) pages long
  + offensive package should cover terminology, sets, receiver routes and include no more than eight (8) base running plays and eight (8) base passing plays – LESS IS MORE
  + defensive package should include terminology, fronts, coverages, and blitzes. No more than three (3) coverages, and no blitzes.
  + special teams’ package should include terminology and a base look for all special teams.

Position Coach:

* Cover letter and proof of NCCP Certification
  + Making Headway, Safe Contact, Making Ethical Decisions and Safe Sport
  + Certified Position Coach or in the process of completing
* Reference letter from a person of authority (i.e. school administrator, parent group president)
* List of three other references (please include all contact information)

# Please send this form and all attachments to:

**Team Alberta Coaching Selections**

**Via email:** [techdirector@footballalberta.ab.ca](mailto:techdirector@footballalberta.ab.ca)

**By: Monday October 2, 2023**