

Provincial Youth MTB Team (Cross-Country: XCO) Team Guide



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1. Velo NB – Youth Development Framework

Velo NB – Youth Development will focus on key areas in order to promote cycling as a sport, and the participation and the development of youth athletes in New Brunswick. To reach its objectives and the realization of its programs, Velo NB is actively seeking the participation and support of athletes, coaches, cycling clubs, local bike shops, event organizers and other volunteers, sponsors and financial partners.

2. Executive Summary

To develop a Provincial Youth Mountain Bike (MTB) Team targeting U17 and U15 aged athletes, boys and girls, with the possibility of expanding for U19 and U13 if the right athletes are identified. The team is specific to the Cross-Country discipline. Youth categories are defined in Appendix C, and per Cycling Canada, and reflective of the athlete's age on December 31st of the competition year.

The overall goal of the team will be to develop both athletes and coaches across the province by providing them coaching opportunities, support and a chance to train and attend races as a team at select events outside of New Brunswick and possibly within the province too. The long-term objective of the team is to help identify and develop athletes for future Canada Games and for other national-level competitions in future years.

The secondary goals would be to provide the athletes the opportunities to ride different types of trails and infrastructure across the province such as bike parks, velodrome, BMX tracks, DH trails, etc., and to promote the participation of youth athletes in cyclocross events to further develop a cross-training/cross-discipline approach, all while promoting other cycling disciplines.

Like it naturally happens with team sports, the added benefit of the team approach would be to create bonds and relationships between athletes and coaches, in a sport that is commonly known as an individual sport.

Each year, specific objectives will be established and will include the attendance to select event(s) outside of New Brunswick and development camps throughout the season. Additionally, objectives may include the attendance to select events within New Brunswick. These objectives can only be determined once respective provincial cycling associations and/or Cycling Canada releases their season schedules.

The underlying requirement of the team is to target athletes who have recently demonstrated interest and capacity in cycling racing by competing at the provincial level or higher, in the previous year(s).

3. Team Composition

The team will be composed of a maximum of 20 athletes.

It will generally consist of three (3) male and three (3) female athletes per primary age category (U17 & U15) targeting approximately 15 athletes, with the Selection Committee's discretion to fill the remaining 1-3 spots.

If exceptional candidates or more suitable candidates are available in the U19 or U13 categories, the Selection Committee would have the discretion to increase the team's size up to the maximum of 20 athletes total.

Refer to Section 9.4 – Committee Choice Criteria for additional details that may apply to the team composition.

4. Athletes

The athlete eligibility and other requirements are detailed in this section. Athletes would be selected based on their age category and demonstrated interest and capacity in cycling racing.

4.1 Athlete Eligibility

The following are the minimum requirements for an athlete to be considered eligible for selection; the athlete:

- Must be a current resident of New Brunswick.
- Must meet the age eligibility requirements outlined by the respective age categories (refer to Appendix C).
- Must have competed, in the previous year, in a minimum of two (2) Velo NB sanctioned MTB races (refer to Appendix B); or has met one or more of the following minimum alternate requirements:
 - a. Has competed at a minimum of two (2) similar-level cycling event (i.e. athlete is to provide the necessary details for the Selection Committee's review);
 - b. Has competed at a higher-level of cycling (e.g. Canada Cup, Canadian Championships, Canada Games);
 - c. As a resident of another province or Country, has competed in two (2) or more similar cycling events there; or,
 - d. A combination of the above conditions.
- If a member of the Provincial Youth MTB Team the year prior, must have met all *Athlete Requirements Following Selection* for that year.

Please note that it is the responsibility of the athlete to clearly demonstrate and highlight any and all racing experience for the Selection Committee's review and evaluation.

Please do not forward photos or videos of the athletes.

4.2 Athlete Requirements Following Selection

The following are the minimum requirements for the year following selection to the team; the athlete:

- Must have or commit to purchasing a valid **UCI Race License** for the applicable year prior to any team function and the start of the race season. UCI Race License is to be purchased through Velo NB.
- Must commit to participating in team events with a minimum attendance at one (1) development camp and one (1) selected race outside of New Brunswick during the race year.
- Must commit to participating in a minimum of three (3) Velo NB sanctioned MTB races of the athlete's choice during the race year. Velo NB strongly recommends that Youth athletes compete in their respective Youth categories and/or age-appropriate categories in respecting of Cycling Canada's Long Term Athlete Development (LTAD) guidelines. U19 athletes should be competing in appropriate categories; it implies adult categories in New Brunswick; however, this may differ elsewhere.
- Must commit to continuing with physical activities in the off-season, whether by participating in other sports, with dryland training, or by extending the cycling season with other disciplines (e.g. cyclocross and/or fatbiking). For those not participating in other sports during the fall season, Velo NB strongly encourages the participation to cyclocross racing – *pending that categories are available to the youth athletes*. Velo NB traditionally permits the use of a standard mountain bike (without bar ends) and standard tires for cyclocross racing.
- Must adhere to Code of Conduct rules, regulations, and policies that apply as outlined in Section 11. Code of Conduct.

Failure to meet these requirements will be considered to be a withdrawal from the team unless the athlete obtains a General Exemption or a Coaches' Exemption as defined below.

4.3 General Exemptions (to Requirements Following Section)

General Exemptions can be requested for the following reasons:

- Illness or injury that prevents a cyclist from competing or fully training.
- Family emergency.

- Academic obligations for students writing or preparing to write exams.
- An athlete who misses a development camp, but is attending a Selection Committee approved cycling events shall be granted an Exemption (e.g. participation at Canada Games).
- Team members are expected to make cycling a priority and therefore Velo NB events should take priority above other sports; however, cyclists can request an Exemption if they are participating in a winter sport and have earned the right to compete in its provincial, Atlantic, eastern or national championship.
- Exceptional circumstances other than those above: If a cyclist faces other exceptional circumstances, s/he can apply for an Exemption and the Selection Committee will provide a ruling.

General Exemptions must be requested in writing, preferably by e-mail, to the Team Manager for review by the Selection Committee. The Committee asks that Exemptions be requested at least 2 weeks in advance or as soon as practically possible. This helps to provide the Committee with time to respond to the request before the event. Where an athlete makes a request for an exemption based on illness or injury, the Selection Committee may require the athlete to provide authorization from his/her attending physician to return to team training.

4.4 Coaches' Exemptions (to Requirements Following Selection)

The coaching staff for the team may exempt cyclists from post-selection events where they judge that it would be in the cyclist's best interest (e.g. need to rest nagging injury, suffering from burn out, etc.).

5. Team Manager, Coaches and other Supervising Adults

5.1 General Info

The Velo NB – Youth Development Chair will be responsible for overseeing the team and the development of the team's framework. The Velo NB – Youth Development Chair will report to the Velo NB Board. Administrative duties will be delegated to the Team Manager.

5.2 Team Manager

The Team Manager will be responsible for the administrative duties, including, but not limited to, managing the team's budget, team's schedule, athletes' spreadsheet, coaches' spreadsheet, team apparel order, and team communication. Refer to Annex D for a full position description.

The Team Manager will be selected by the Selection Committee. The Velo NB – Youth Development Chair, on behalf of the Selection Committee, will make its recommendation to the Velo NB Board for approval.

5.3 Coaches

To maximize participation of various coaches in different parts of the province, and to limit travel costs, it would be recommended that until a Provincial Coach is identified, coaching duties be split between interested coaches based on proximity to events.

Coaches would prepare development camps in coordination with the Velo NB Youth Development Chair and Team Manager once dates are confirmed.

Coaches would be encouraged to attend the selected race(s) outside of New Brunswick and any other team event that interest them.

Coaches would also be encouraged to further their coaching development by seeking a certification(s), if not already obtained.

Coaches would help identify new and approach targeted athletes.

5.4 Supervising Adults Requirements

The following are the requirements for the Team Manager, all coaches and all other supervising adults:

- Supervising adults directly involved with Youth (minor) athletes must obtain a Criminal Record Check by the RCMP and provide to Velo NB (**Attention: Executive Director**). This report is free for volunteers (with a letter from an organisation) and is generally valid for a 2-year time period. Velo NB will provide such a letter once individuals are identified.
- Supervising adults directly involved with Youth (minor) athletes will be required to operate under the “Rule of Two” whereas athletes will require two (2) adults in coaching/supervisory roles, one of whom must be the same gender as the athletes.

6. Team Events

A team schedule will be published/circulated as team events are confirmed. Refer to details below for additional information.

Athletes will be responsible for their own transportation to and from all team events, for all travel costs, and for all registration fees.

6.1 Training

There is no regular training, nor training program provided for with the team.

Athletes will be required to train as they would normally do during the year, individually and/or with a development coach, when available, and encouraged to participate in club rides, group rides, development camps, etc. to further advance their development.

Where there is a development team program available in the respective area, athletes are **strongly** encouraged to take part fully in the local program to maximize on the benefits of a structured training approach.

Athletes will be notified if training opportunities arise during the year.

6.2 Racing Events

The athletes are responsible for establishing their own personal race schedule for the year (in collaboration with their development coach, when applicable), where a reasonable and balanced training-to-racing ratio is respected. Ideally, each athlete should select three (3) events during the year where he/she would like to peak and develop a training program around this schedule.

Additional information will be provided as the year progresses.

New Brunswick: Refer to the Velo NB website and Facebook page for race schedule details.

Quebec: Recommendation to attend, as a team, a Quebec Cup (double-header preferably) during the summer school break. Recommended event to be selected once the schedule is announced. <https://fqsc.net/>

Nova Scotia / PEI: Recommended event to be selected once respective schedules are finalized and reviewed, priority given to an event that does not interfere with the Velo NB schedule.

6.3 Development Camps

As a noted objectives, the Provincial Youth MTB Team would like to host various development camps throughout the season for its members – e.g. one in the spring, one mid-summer, one in late summer or early fall. Three (3) camps is the original target, while two (2) would be the minimum for any given year.

Camps would be comprised of multiple (e.g. 2-4) riding sessions and could include alternate types of training and/or information sessions, such as dryland training, testing, yoga, nutrition, etc. if facilitators can be obtained and time permits. For consideration by the coaches, when or where possible, camps could be held on a race weekend – e.g. prior to a race, say Friday

evening / Saturday morning training session, followed by Sunday race day, or vice-versa if a race is scheduled for Saturday.

The recommendation is to alternate locations of camps - e.g. Edmundston, Fredericton, Moncton, and Saint John to take advantage of the existing coaches' proximity, and the local infrastructure and trail system in the various areas of the province. In the future, Campbellton, as an example, could be added as a venue to hone downhill skills, along with other locations depending on the participation of athletes and coaches.

7. Team Apparel

A custom team cycling jersey will be provided to all athletes, this is to be initiated once the team is selected and announced. The cost of the jersey is included in the registration fees, which must be paid prior to the deadline set.

Team apparel designs may vary from year-to-year to highlight current-year members.

On a purely optional basis, and if there is sufficient demand to justify it, additional team apparel pieces could be added to a team order – e.g. shorts, bib shorts, wind vest or jacket. All additional items would be the responsibility of the athlete and to be paid in full prior to the order being placed. Alternatively, team funds can be raised to pay for additional apparel.

Velo NB confirms that the team apparel and team name cannot be the same as the one for the Canada Games team, which bears the name of Team NB.

8. Budget and Fundraising

8.1 Budget and Expenditures

The budget structure would consist of a fixed registration fee of \$250 to be paid to Velo NB prior to a deadline that will be stipulated at a later date – i.e. before the team apparel order and long before the start of the season.

The fee would **include** all costs related to the team jerseys, the development camps fees, and all costs associated with the reimbursing of coaches' disbursements to prepare and attend development camps, and to attend selected race event(s) as a team.

The fee would **exclude** the Velo NB UCI race licence fee, all race registration fees, all associated transportation/travel costs and any other fees/disbursements identified during the season. Also excluded from the registration fee is the purchase of any additional team apparel, if applicable, which would be considered optional for athletes. All of these would be the direct responsibility of the athletes.

At the end of the season, any funds left in the team budget will be used as start-up funds for Velo NB – Youth Development the following year. Registration fees will be evaluated on a yearly basis.

8.2 Team Marketing & Fundraising

Velo NB is currently seeking sponsors and financial partners for various race series, programs and initiatives such as this one, please communicate with Velo NB if interested in supporting any of the above.

The team is encouraged to raise funds in respecting the following allocation:

- All funds raised through general team fundraising can be assigned 100% to pay for additional team apparel and/or team-specific activities.
- All funds raised through sponsors or financial partners shall be split so that a minimum of 25% goes to the team's general funds (can be more than 25% if the sponsor / financial partner requests it) and the remaining balance can be assigned to pay for additional team apparel and/or team-specific activities.

9. Selection Process

9.1 Selection Committee

The evaluation of athlete applications and the team selection process is to be conducted by the appointed Selection Committee. The committee will be led by the Velo NB – Youth Development Chair and will consist of two other members: One representative from the coaching sector and one from the community sector.

An alternate representative may be appointed in advanced to deal with any situation where an apparent conflict of interest would present itself. Refer to Section 9.5 – Conflict of Interest.

To encourage geographical diversity, the preference is that a maximum of two (2) Committee members would reside in a common provincial region.

The Youth Development Chair will propose to the Velo NB Board a list of proposed Committee members prior to the selection process.

9.2 Application Form & Deadline

The Athlete Application Form is located in Appendix A.

Step 1 – Athletes must submit their completed Provincial Youth MTB team application forms to youth@velo.nb.ca **no later than the date and time specified on the Athlete Application Form.** The athlete's legal guardian must sign the form.

The Selection Committee (and Velo NB) reserves the right to not consider for evaluation any incomplete forms or late submittals.

9.3 Athlete Selection

Step 2 – Athletes who successfully demonstrated on their application forms that they have met the minimum eligibility requirements outlined at Section 4.1 – Athlete Eligibility will be considered further in the selection process. Others will not be given any further consideration.

Step 3 – Each athlete will then be assigned points based on his/her performance at Velo NB sanctioned MTB races in the previous year (refer to Appendix B for eligible and applicable Velo NB races). Points will be assigned according to the following points structure below. The athlete's three (3) results that contribute the most points will be counted towards the athlete's points total:

- 10 points for a first place finish in an adult (A, B, C) category.
- 9 points for a first place finish in a youth (U17, U15, U13) category.
- 7 points for a second place finish in an adult (A, B, C) category.
- 6 points for a second place finish in a youth (U17, U15, U13) category.
- 5 points for a third place finish in an adult (A, B, C) category.
- 4 points for a third place finish in a youth (U17, U15, U13) category.
- 3 points for a fourth place finish in an adult (A, B, C) category.
- 3 points for a fourth place finish in a youth (U17, U15, U13) category.
- 2 points for a fifth place finish in an adult (A, B, C) category.
- 2 points for a fifth place finish in a youth (U17, U15, U13) category.
- 1 point for a sixth place finish in an adult (A, B, C) category.
- 1 point for a sixth place finish in a youth (U17, U15, U13) category.
- 1 additional point will be assigned to a first place finish at a Provincial Championship.

Special Notes:

- Velo NB strongly encourages Youth athletes to race in their respective age categories, it may choose to increase (in part or in full) the points values of youth races to be equal with or closer to adult races.

The two (2) males and two (2) females athletes having the most points for each U17 and U15 category will be tentatively slotted in those respective categories.

In the event of a tie on points the Selection Committee will refer to the Committee Choice Criteria as a tiebreaker.

9.4 Committee Choice Criteria

Step 4 – The Selection Committee will complete the selection of the remaining spots based on the Committee Choice Criteria.

Committee Choice selections will be made in consideration of the following:

- Performance and Results, in all disciplines and events listed on the Athlete Application Forms, regardless if they were Velo NB sanctioned MTB races/events or not.
- Age of the athlete.
- Reference may be sought on the athlete attitude and experience, including coachability, leadership, commitment to cycling and the team, progress in performance, adherence to team rules, attitude to others, the team, cycling, and sport in general.
- Additional information may be sought if deemed necessary to complete the evaluation.

In the event that the Selection Committee cannot reach a consensus, decisions will be made by majority vote.

The Selection Committee will have the authority to select the athletes, which they believe have the highest potential for success in this program and the long-term intent of developing athletes for future high-level competitions.

The Selection Committee reserves the right to take less than the full complement of athletes to the team or in any category if in the Selection Committee's judgment one or more cyclists would not be competitive with the lower third of the cyclists at races in their respective categories. The Selection Committee consequently has the authority to decline to select athletes who otherwise would be entitled to a position on the team and may reassign the designated spot(s) to another category.

9.5 Conflict of Interest

A conflict of interest, for the purpose of this document, is generally defined as a situation where a Legal Guardian (as a member of the Selection Committee) of an Athlete (applicant) who is being considered as part of Step 4 (Committee Choice Criteria) of the selection process.

In order to avoid apparent conflict of interest situations that could arise during Step 4, the Selection Committee member in question will withdraw him/herself from the decision-making process specifically related to the athlete and the remaining two members will evaluate. In the event that the two members cannot reach consensus, a pre-appointed alternate member (of the Selection Committee) will complete the evaluation and the decision on the case of the specific athlete.

The original Selection Committee member will then resume his/her role in the selection process for remaining athletes.

9.6 Team Selection Recommendation

The Velo NB – Youth Development Chair, on behalf of the Selection Committee, will make its final team selection recommendation to the Velo NB Board for approval.

All athletes will be advised of the team selection and non-selection by e-mail.

During the year, and if vacant spots on the team are available, the Selection Committee reserves the right to reconvene and/or to recommend to Velo NB Board the addition of an athlete (or more) that meets the requirements herein for inclusion to the team.

10. Team Communication

To ease with team communication and to encourage communication between all team members and their immediate families, social media will be used rather than e-mail for general communication of events, info, etc. – e.g. Facebook closed group page.

For discussions that require more sensitivity, it will be addressed separately.

11. Code of Conduct

All athletes must adhere to Code of Conduct rules, regulations, and policies that apply to Velo NB and Cycling Canada, and the following Code of Conduct of the team:

- Must demonstrate fair play and a high level of respect for teammates, fellow racers, coaches, race officials and all supervising adults, throughout the year. Team members are expected to be fair play leaders at all events they participate in during the year.
- Must demonstrate respect for the environment – i.e. pack out what you pack in, including energy bar wrappers, gel wrappers, tubes, etc.
- Must call out the side for passing – e.g. “rider on your left” while passing on the left.
- Must yield to faster riders calling out a pass and in a position to pass, whether a direct competitor or not.
- Must quickly step aside of the trail while stopped or walking an obstacle.
- Must wear a helmet at all times when riding a bike. This includes at any event whether representing the team or not, including but not limited to warm-ups, pre and post race, or simply riding in-and-around the parking area.
- Must wear clothing appropriate for cycling at all team events.
- Must keep bicycle in good working order at all times.
- Must have in its possession tools and supplies needed for basic repairs and maintenance at all team events. This includes a tube and pump.
- Must be punctual at all team events – i.e. arrive early to be ready to ride at the time stated.
- Must arrive at team events ready to ride – i.e. with water, sports drink and food as required for the duration of the activities.
- Must advise one of the supervising adults (Team Manager, Coaches or Velo NB – Youth Development Chair) if feeling ill or injured.
- Must not cut in front of others or zigzag unnecessarily amidst other cyclists.
- Must avoid all dangerous behaviours on the bike or at team events; obviously, this excludes riding and racing which includes an inherent amount of danger.
- Must yield to hikers and horseback riders while riding.
- Must advise riders behind of dangerous sections on the trail and of direction to take at intersections at all team events (excluding during an actual race).
- Must obey all traffic laws while riding on public streets and/or public multipurpose trails.
- The use of alcohol and drugs by athletes at all team events or Velo NB events is strictly prohibited. The exceptions are with prescribed and over-the-counter drugs.

All parents and legal guardians must respect the above Code of Conduct rules and ensure that athletes are provided the opportunity to achieve the same.

Parents and legal guardians will also be asked to help out with team events, if and when applicable ,to ensure success and continuity of the team.

12. Season Closeout

At the end of the cycling season, the Team Guide including the selection process will be evaluated and adjusted as required prior to the next season.

13. Contact

For additional information or clarification on the team guide, please contact the Velo NB – Youth Development Chair in writing at the youth@velo.nb.ca e-mail address.

Additional Velo NB information is available at www.velo.nb.ca and it's Facebook page; please **Like** and follow-us online for more news and events throughout the year.

Appendix A – Athlete Application Form / Formulaire d’inscription de athlète

Provincial Youth MTB Team / Équipe provinciale jeunesse de vélo de montagne
Athlete Name: Nom de l’athlète :
Date of Birth (yyyy-mm-dd): Date de naissance (aaaa-mm-jj) :
Club or Regional Development Team: Club ou Équipe régionale de développement :
Coach & E-mail address (if applicable) Entraîneur et adresse courriel (si appli.) :
Athlete Address: Adresse de l’athlète :
Telephone (home): Téléphone (maison) :
Legal guardian name (print): Nom du tuteur légal (imprimer) :
E-mail (legal guardian): Courriel (tuteur légal) :
Legal guardian’s signature and date: Signature du tuteur légal et date :
Cycling Racing Experience / Expérience en courses de cyclisme : (add page, if necessary) / (ajouter page, si nécessaire) Examples / Exemples: 2017 Velo NB – White Rock XCO (Hillsborough) – U15M – 1 st 2017 Jeux de l’Acadie (Fredericton) – XCO – Filles (U15F) – 3 rd 2017 Défi Mike’s Bike Shop Challenge (Dieppe) – XCO Series – Boys (Déchainés) – 4 th
Signed application form to be sent to youth@velo.nb.ca by February 22, 2018 (6 pm). By submitting this form, the applicant acknowledges the financial costs and all other requirements related with a selection to the team and commits to participating as required.
Le formulaire d’inscription signé doit être envoyé à youth@velo.nb.ca au plus tard le 22 février 2018 (18h). En soumettant ce formulaire, le demandeur accepte les couts et toutes les autres exigences liés à la sélection au sein de l’équipe et s’engage à participer tel que requis.

Appendix B –Applicable Velo NB Sanctioned MTB Races

For reference purposes in completing the Athlete Application Form, the following is the list of Velo NB sanctioned MTB races/events that took place in the previous season. Results can be found on the Velo NB website and/or the Velo NB Facebook page, with Series points total on the Velo NB Facebook page.

2017 Velo NB XCO (Cross-Country) Races

The following XCO races count towards the Section 4.1 Athlete Eligibility and Section 9.3 Athlete Selection points scoring.

Wild & Wooly Junior Race XCO (Woolastook) – May 2017
White Rock XCO (Hillsborough) – July 2017
Adrenaline Bike Festival XCO (Campbellton) – July 2017
Herring Cove Bike Festival XCO (Campobello Island) – July 2017
Edmundston XCO (Edmundston) – August 2017
Rockwood Challenge XCO (Saint John) – August 2017

2017 Velo NB XCM (Marathon) Races

The following XCM races count towards the Section 4.1 Athlete Eligibility; however, since XCM are not geared towards youth athletes' development, they will not count towards Section 9.3 Athlete Selection points scoring. The exception is that for U19 candidates, these events will be considered under Section 9.3 Athlete Selection points scoring.

Coal Miner's Lung XCM (Minto) – June 2017
Le Petit Sault XCM (Edmundston) – July 2017
4 Hours of French Fort Cove XCM (Miramichi) – August 2017
Woolastook 4 XCM (Woolastook) – August 2017
Tour of Elgin XCM (Elgin) – October 2017

** This Appendix B is to be revised every year.*

Appendix C – Youth Categories by Year of Birth

In cycling and as per Cycling Canada, the youth U \underline{xx} categories read as “*Under the age of \underline{xx}* ” and is determined based on the age that the athlete will have at the end of the race year **(therefore the age on December 31, 2018)**, regardless of the age of the athlete during the year or at any given race.

It is understood that this may be different than the model of other sports, where the “*Age of \underline{xx} and under*” formula may be used (e.g. 14 & Under).

Summarized, for the 2018 season, the youth categories are defined as follows:

U19 (Junior) = all 2000-2001

U17 (Cadet) = all 2002-2003

U15 (Minime) = all 2004-2005

U13 (Pee-Wee) = all 2006-2007

U11 (Atom) = all 2008+

** This Appendix C is to be revised every year.*

Appendix D – Team Manager: Role & Responsibilities

The Velo NB – Youth Development Chair oversees the team and the development of the team’s framework; however, administrative responsibilities will be delegated to the Team Manager.

Team Manager Responsibilities:

- Managing the day-to-day administrative duties related to the team and its activities for the season. Velo NB’s Executive Director, when required, may also provide support.
- Developing in coordination with the Youth Development Chair the team’s budget for the year, then managing the budget for the season. All funds collected are vested with Velo NB. A budget template will be provided.
- Overseeing the overall team fundraising activities by forming a committee and/or group of parents/athletes who would like to take on this role on behalf of the team.
- Developing in coordination with the Youth Development Chair the team’s schedule for the year, then updating it as required. A schedule template will be provided.
- Communicating with coaches in preparation for specific-activities once coaches/events have been selected.
- Maintaining the athletes and coaches spreadsheets using the existing templates to be provided.
- Overseeing the team’s apparel order and distribution once received.
- Overseeing the team’s social media page(s) by managing the members’ list and by posting regular communication and updates for the team’s benefit.
- Responding to enquiries when/where applicable.
- Providing a year-end summary and recommendations.
- Remaining impartial by not showing favouritism to any athlete on the team during the full season.
- Other administrative duties as agreed upon by Youth Development Chair and Team Manager.
- The Team Manager will not participate in the selection of team athletes.

Team Manager will be selected by the Selection Committee. The Velo NB – Youth Development Chair, on behalf of the Selection Committee, will make its final recommendation to the Velo NB Board for approval.

All interested are asked to communicate with the Velo NB – Youth Development Chair – refer to Section 13. Contact.



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