

JOB DESCRIPTION (February 2014)

POSITION: 2015 Prince George Canada Games Team Head Coach (Biathlon)

LOCATION: Halifax, Nova Scotia/ Prince George, British Columbia

GENERAL DESCRIPTION

The **2015 Prince George Canada Games Team Head Coach** is responsible for all aspects of the development of biathletes capable of achieving podium performances. In so doing, s/he will orchestrate the physical, psychological and social development of individual athletes as well as provide input and direction into the overall direction and planning of the provincial team, program.

STRUCTURE and SCOPE

The **2015 Prince George Canada Games Team Head Coach** reports to the Board of Directors of Biathlon Nova Scotia (BiNS) and is accountable to the President for his performance as a staff member.

In performing his/her mandate, the **2015 Prince George Canada Games Team Head Coach** will work closely with other supporting coaches and support Staff as they are assigned to his/her programs (camps, competitions and tours).

NATURE and SCOPE

The **2015 Prince George Canada Games Team Head Coach** is responsible for organizing, implementing and controlling a comprehensive competition, training and monitoring program for the Nova Scotia Biathlon Team which is targeted for qualifying for the 2015 Prince George Canada Winter Games (CWG). S/he will also work cooperatively with other assigned Coaching staff in ensuring the consistent and continuing development of Nova Scotian Athlete performances and the achievement of specific performance objectives at the CWG, Canadian Biathlon Championships and other major competitions. In addition, the **2015 Prince George Canada Games Team Head Coach** is responsible to assist in the supervision and evaluation of other coaches and team support personnel involved in the NS Biathlon Program.

The primary responsibility of the coach is to prepare and implement a Provincial Team Program designed to qualify our athletes to achieve overall success and podium performances. This will be done within the financial limits of the BiNS and ensure integration of both development and high performance programs. It is expected that the coach will have a thorough understanding of the scientific basis of training and peaking for performance and will take advantage of all opportunities to develop this knowledge.

The **2015 Prince George Canada Games Team Head Coach** will be an ex-officio member of BiNS Board of Directors (Executive) and assist in the development of selection policies, criteria and be involved in the selection of biathletes for the Canada Games Team. As well, s/he will ensure that athletes are aware of and understand the selection process and its outcomes.

The **2015 Prince George Canada Games Team Head Coach** will establish consistent communication with the Biathlon Canada Technical Programs Coordinator to ensure that there is optimal provincial awareness of the Biathlon Canada programs and activities, and to ensure that the National Office is aware of ongoing Provincial programs.

The **2015 Prince George Canada Games Team Head Coach** is responsible to ensure that all support staff involved in his program adheres to the policies, procedures and budget established by BiNS and must be vigilant about communication and monitoring of finances and expenditures.

The **2015 Prince George Canada Games Team Head Coach** will be expected to balance the time demands created by the immediate program needs and set personal priorities consistent with the decision-making process of BiNS.

The **2015 Prince George Canada Games Team Head Coach** is obliged to work within the policies and procedures established by BiNS and Biathlon Canada.

S/he has the authority to make recommendations to BiNS Board of Directors with regards to various matters including training or competition schedules where such changes do not alter the agreed upon Strategic Direction, Guiding Principles or budget or contravene the existing policies. Beyond that, the coach is required to have his technical decisions approved by BiNS Board of Directors.

Outside BiNS, the **2015 Prince George Canada Games Team Head Coach** may be asked to communicate with event organizers, other provincial coaches and sponsors to secure the best possible conditions for the Provincial team. Official communication between BiNS and other Divisions and sponsors shall be through the President and/or Executive of BiNS.

The **2015 Prince George Canada Games Team Head Coach** will be responsible for coordinating the Sport Science Program along with and named Sport Science members assigned by Sport Nova Scotia. S/he will ensure monitoring and testing programs are consistent with the program plans and provide relevant information.

The position will have high public visibility and as such it is imperative that the coach represents BiNS, its athletes, coaches, staff, volunteers and sponsors in a positive fashion at all times.

SPECIFIC ACCOUNTABILITIES

1. ATHLETE PREPARATION

- 1.1. Organize and direct the training and competitive activities of the Provincial Team members, and controls these activities when athletes are under his/ her direct responsibility.
- 1.2. Works with assigned coaches in the preparation of training programs for Team members.
- 1.3. Establishes the Athletes' Testing (Sport Science) Program in conjunction with Sport Nova Scotia to ensure regular and appropriate monitoring of training progress and participation in that program as required. Works cooperatively with to implement program.
- 1.4. Establishes plans for physiological, mental technical and tactical components of the program.
- 1.5. Establishes regular controls to monitor the progress of training of Provincial Team athletes, including the athletes' Testing (Sport Science) Program.

2. PROGRAM PLANNING

The **2015 Prince George Canada Games Team Head Coach** is responsible for the overall design, implementation and review of performance program plans for BiNS.

- 2.1. Designs and recommends for approval by the Provincial Executive an athlete selection system consistent with the short and long - term performance objectives.
- 2.2. After consultation (where necessary), recommend athletes to the Provincial Executive for selection to the Canada Games team, provincial teams or teams representing the province at other events.
- 2.3. In collaboration with the athletes, establishes performance objectives for major competitions and communicates this information effectively.
- 2.4. Establishes multi-year and annual program plans to achieve performance objectives established in the quadrennial plan.
- 2.5. Prepares the annual program plan and associated budget for the Provincial Team members that identifies competitions, number and level of biathletes and staff requirements.
- 2.6. Evaluates the performance of athletes and the team, and documents this evaluation for use in year - end performance analysis.

3. TEAM MANAGEMENT

The **2015 Prince George Canada Games Team Head Coach** is responsible for the organization of appropriate competitive and training conditions and completion of all support activities for the Provincial Team and will act as the Team Leader at the Canada Winter Games.

- 3.1. Coordinates his/ her own and assistant coaches' annual and individual project plans to maximize the training and competitive opportunities of the Provincial Team.
- 3.2. Assist in the planning, budgeting and implements the Provincial Team Program activities as approved by the Executive Committee.
- 3.3. Supervises and evaluates support staff on all projects he personally directs.
- 3.4. Prepares and maintains reports on all projects of the Provincial Team Program that s/he personally directs within two weeks of the conclusion of the project and provides copies of such reports to the Executive. In addition, the **2015 Prince George Canada Games Team Head Coach** will ensure that assistant coaches / support staff complete reports relating to their personal aspects of the program activities.
- 3.5. Supervises the Team Manager with respect to the accounting of all funds received and expended for all projects of his Program and ensures that a financial report is filled within two weeks of the conclusion of the project.
- 3.6. Supervises the Team Manager in ensuring team equipment and clothing is distributed, cared for and used only in accordance with sponsor and contractual

obligations and BiNS policies.

- 3.7. Supervises the Team Manager in ensuring the safe and effective transport of biathletes and equipment on all projects he personally directs.
- 3.8. Compiles and documents appropriate individual, team and international performance data from all projects and competitions, and maintains a file for BiNS of this data.
- 3.9. Ensures biathletes and support staff are knowledgeable of and adhere to applicable BiNS Policies and Procedures, and contractual agreements.
- 3.10 Be responsible in conjunction with other applicable staff for the overall control and maintenance of team equipment, vehicles and supplies necessary for projects.
- 3.11 On competition tours; establishes, directs and supervises all training sessions during the tour timeframe; establishes, directs and supervises the competition technical support plan including all staff management issues during competitions; establishes and reports all requirements for technical support and equipment needs to the team staff in a concise and timely fashion, including athlete seeding; conducts technical team meetings; responsible for all on-tour budget management issues.

4. PERSONNEL MANAGEMENT

The **2015 Prince George Canada Games Team Head Coach** is responsible for the direction, supervision and evaluation of Assistant Coaches / Honoraria Coaches and support staff involved in the Provincial Team activities.

- 4.1. Directs and supervises the Assistant / Honoraria Coaches and support staff at camps and competitions.
- 4.2. Conducts the performance appraisal of the Assistant / Honoraria Coaches and support staff involved in the Provincial Team activities and communicates the results to the Provincial Executive.
- 4.3. Establishes a consistent set of expectations and standards of behaviour for all support staff on all projects, and ensures these are adhered to on all projects s/he personally directs and directs assistant coaches to the same.
- 4.4. Becomes knowledgeable of professional development opportunities and suggests appropriate opportunities for himself to the Provincial Executive.
- 4.5. After consultation where necessary with the Provincial Executive, recommends the proposed individuals to be named as support staff for his competitions.

5. BiNS MANAGEMENT

The **2015 Prince George Canada Games Team Head Coach** will participate in the decision - making and management processes and procedures of the Association.

- 5.1. Attends meetings related to High Performance programs as directed by the President. Prepares reports and presentations as required by the agenda.

- 5.2. Attends other BiNS meetings including Annual, Executive and other meetings as required.
- 5.3. Promotes the Provincial Team programs to the BiNS membership, corporate sponsors, the media and the public as required.
- 5.4. Prepares on request by the Executive such work plans, reports and documents including annual reports, articles for Association publications and projects as required.