

National Team Development Centre - Thunder Bay

Job Description

Position Title: Assistant Coach

Responsible to: NTDC TBAY Board of Directors

Direct Supervisor: Head Coach



A. General Responsibilities:

The Assistant Coach will assist the Head Coach in providing the framework, services and positive training atmosphere that will benefit the development of NTDC-TBAY and its athletes.

These responsibilities will be supported by the NTDC-TBAY Board of Directors and the Cross Country Canada Director of High Performance.

The Assistant Coach shall be monitored and be given general direction by the Head Coach. All resources necessary to carry out the program will be provided by the NTDC Thunder Bay Board of Directors.

B. Specific Assistant Coach Duties

1. Assist with the coaching and training all athletes accepted to NTDC-Thunder Bay:

- Assist with the development and maintenance of athlete files and progress reports.
- Work with the Head Coach to develop a work schedule that allows for relief days by assuming the responsibilities of Head Coach while he/she is on their time off.
- Assist in the planning of the competitive programs / schedule
- Provide updates/ progress reports to the NTDC Board as requested (approx. monthly).
- Assist with training sessions each week with an appropriate balance between one-to-one, small group, and entire team formats. Including driving NTDC Team van and picking up/dropping off athletes for team training sessions
- Ensure that athletes are provided with a high-quality training environment and ensure that there are no impediments that restrict their participation.
- Assist athletes with their efforts to balance the rigours of high performance racing and training and the workload of a University/College program.
- Provide support for athlete and coach development through regional outreach/inreach projects by providing training camp support according to a predetermined schedule.
- Assist the Head Coach with the execution of all programs related to sports science and the NTDC – Integrated Support Team (IST).
- Assist with the analysis and documentation of testing and monitoring programs.

2. Ontario Ski Team Coordination

- Liaise with XCSO for the planning of training camps and opportunities for OST.
- Assist with the coordination and planning of the travel and training logistics among the participating groups.
- Communicate with XCSO and club coaches regarding opportunities for athletes and coaches.
- Liaise with the XCSO and the OST club coaches to provide guidance and support in the integration of individual athletes' Yearly Training Programs (YTPs) into camp schedules.
- Provide feedback and recommendations to athletes and coaches.
- Provide coaching support training camps and racing trips.
- Liaise with XCSO in writing and coordinating training camp plans and communicate it to coaches in a reasonable time frame.
- Assist XCSO Administrator with proposals and reports regarding OST and NTDC.
- Communicate on an ongoing basis with Cross Country Ski Ontario on relevant program issues.
- Contribute to post program evaluation.

3. Support NTDC training camp and competitive trips and serve as a support coach for CCC trips as required

- Lead the overall management of the travel arrangements for NTDC Team trips with assistance from the Head Coach, and the NTDC travel agent.
- Travel with the NTDC Team and manage their itinerary within budget parameters (shared responsibility with the Head Coach)
- Ensure that all expenses and receipts, both personal and those of the team members, are accurately recorded and submitted in good time in accordance with established procedures.
- Provide race support (testing and application of wax, splits, feeds, video analysis, transportation, etc.) to NTDC athletes at all competitions and on training days.
- Fulfil the trip staffing requirements and roles requested by CCC and approved by the NTDC Board on international racing trips such as World Junior/U23 Championships, B-Tour, etc...

4. Management of Team Equipment / Property

- Assist with the inventory and purchase of all NTDC wax and waxing supplies within the constraints of the NTDC budget
- Manage the inventory and maintenance of all NTDC-owned equipment.
- Manage the maintenance of the NTDC vehicles.
- Manage the storage and organization of team wax and equipment
- Maintain and provide support for athletes' roller skis and other summer equipment

- Develop and maintain a positive relationship with all NTDC Official Equipment Suppliers

5. Assist with the administration and development of NTDC-Thunder Bay

- Assist with organization of NTDC Team fundraising activities.
- Assist the Head Coach and the NTDC Board in seeking and securing new NTDC Team sponsors.
- Ensure sponsors are properly represented on van, trailer, website, and team clothing, including all required decals, embroidery, and screening.
- Assist in the maintenance of the NTDC website.
- Manage the athlete insurance program (CAIP) for all NTDC athletes
- Actively promote the concept, goals, philosophy, and benefits of NTDC within the community, province, and nationally.
- Help to identify the needs and priorities of NTDC-Thunder Bay, including providing input to athlete selection and retention decisions.
- Actively recruit athletes with high potential to be selected to NTDC in the future.

6. Adheres to Ethical Coaching Practices and Pertinent External Policies:

- Practice in accordance with the CCC Code of Conducts and Ethics Policy
- Practice in accordance with the CCC Harassment Policy
- Practice in Accordance to the NCCP Code of Ethics
- Practice in accordance with the WADA Anti-Doping Regulations

7. Other:

- The above list of tasks and responsibilities can be modified from time to time at the discretion of the Board of Directors and in no way limits other duties being added or removed.

Updated March 17, 2017