

**Cross Country BC  
CCBC Para-Nordic Coach  
Job Description**

1. **Position Title.** CCBC Para-Nordic Coach (BC PN Coach)
2. **Reporting Structure.** The BC PN Coach reports and will be accountable to the Cross Country BC (CCBC) Executive Director.
3. **General Scope of Responsibilities.** The principle responsibility of the BC PN Coach is to recruit and help prepare athletes for future para-nordic events, specifically the 2016 BC Winter Games and 2019 Canada Winter Games, as well as the National Para-Nordic Team. In general terms, the BC PN Coach is responsible for:
  - ✓ maintaining the knowledge and skills required to effectively discharge general responsibilities and assignments;
  - ✓ communicating effectively with their supervisor to ensure they are aware of all projects and tasks assigned to or undertaken; and
  - ✓ keeping apprised of CCBC policies and procedures and complying with the same at all times.
4. **Specific Responsibilities.**
  - 4.1 **Recruitment**
    - ✓ organize and lead ski clinics to introduce skiing to persons with a physical disability
  - 4.2 **Development**
    - ✓ identify skiers with race inclination or race potential
    - ✓ encourage those athletes by finding qualified coaches in their area to work with them
    - ✓ recruit and train assistants to ski with/support the athletes
  - 4.3 **Development Camps**
    - ✓ organize three skill development/training camps (1 dryland, 2 on-snow) annually to advance athletes along the LTAD pathway
    - ✓ recruit/train guides for blind/visually impaired athletes as needed
    - ✓ arrange for athletes to be nationally classified and thus eligible to compete in domestic races

#### 4.4 **Provincial PN Squad/Team**

- ✓ assist with the development of annual selection criteria for the BC PN Squad and BC PN Team
- ✓ assist with the selection of athletes who meet the BC PN Squad/Team criteria
- ✓ organize and lead team trips to BC Cup race, the BC Championships and Western Canadian Championships
- ✓ assist with the organization of and lead team trips to the BC Winter Games, National Championships and Canada Winter Games
- ✓ this includes recruiting assistants, including wax technicians, as needed

#### 4.5 **Race Official Consultant**

- ✓ contact race organizers in advance to confirm that they are ready to host events that include PN categories
- ✓ may require advance travel to site to train officials and volunteers specifically about hosting races for athletes with a disability
- ✓ may include organizing and running the BCWG and/or CWG qualification trials

#### 4.6 **Administration**

- ✓ assist CCBC office with grant submissions for the AWAD Program area
- ✓ administer the AWAD Program budget
- ✓ liaison with Cross Country Canada (includes reviewing PN CPL points list)

#### 4.7 **Mentor Coach**

- ✓ mentor coaches that are interested in coaching athletes with a disability

#### 4.8 **NCCP Learning Facilitator – AWAD Stream**

- ✓ train coaches of athletes with a disability; CC and CCI contexts

**CANADA WINTER GAMES**  
**PARA-NORDIC COACH ROLE**

**ONE YEAR OUT**

- 1) Identify potential athletes (long list)
- 2) Identify # of wheelchairs
- 3) Identify # of guides (for visually impaired skiers)
- 4) Identify # of daily living assistants (DLA)
- 5) Begin communicating with CCC, CCBC and Team BC Mission Staff on the PN Team needs (wheelchair accessible accommodations, wheelchair transportation, and possible medical concerns)

**THREE TO SIX MONTHS OUT**

- 1) Review Technical Package and clarify eligibility requirements
- 2) Host training camp for potential athletes
- 3) If more than two male and two female athletes available apply for Over-Quota exemption
- 4) Work with race organizers to set up CWG PN qualification race
- 5) Submit Team BC clothing sizes for potential PN Team members including guides and DLAs
- 6) As soon as the CWG race schedule is available, review it and provide feedback to the Competition Committee. {PG's original race schedule had wheelchair athletes at Otway for over 8 hours on two race days; try to keep wheelchair athletes at the venue for no longer than 4 hours}
- 7) If possible ask the Competition Committee to identify their specific plans for wheelchair accessibility. {How many wheelchair accessible washrooms, are any washrooms heated, where can wheelchairs stay warm if they get cold, will there be blankets in the start pen for sit skiers when they are waiting for the race to start}

**IMMEDIATELY FOLLOWING QUALIFICATION RACE**

- 1) Immediately submit names including # of guides and DLAs
- 2) Inform Team BC Medical Manager on the medical needs of any athletes
- 3) Host a Q&A session for athletes and their families. Ensure all athletes register properly Collect medical information. Inform them of Polyclinic and bringing prescriptions if they feel they will run out during the week at the Games

**ONE WEEK BEFORE DEPARTURE**

- 1) Hand out Team BC clothing
- 2) Mark all gear – mark skis as warm up and race
- 3) Clean all skis and travel wax them
- 4) Review luggage restrictions

**AT GAMES**

- 1) On first training day ski both the standing and sitting courses. Get feedback from athletes and other PN coaches. Provide feedback to the Competition Committee

- 2) Attend all Team Captains Meetings
- 3) Have regular meetings with PN Team to keep them updated on events and services.
- 4) Take athletes to Polyclinic (at PG 4 of the 6 athletes visited the Polyclinic)
- 5) Meet with other PN coaches to review issues specific to PN races {assisting sit skiers on steep hills, adjusting start lists for sit skiers rather than randomizing}
- 6) Review athlete percentages
- 7) Review race results to ensure percentages applied properly. Especially important in Hunter Start formats that the time allocations were properly calculated
- 8) Be present at all BC athlete starts to ensure that Start Officials are properly doing the starts {many volunteers have never done a PN race before and will make errors}
- 9) Beat finish line and find out if athlete had any issues with the race or with other racers.
- 10) File protests within 15 minutes after results are posted
- 11) Communicate with Head Coach and Wax Techs the arrival times of the athletes to the race venue to ensure their skis are ready for them to warm up on
- 12) Work with Team BC Mission Staff to deal with accessibility issues especially transport issues with wheelchairs

\*\* The PN Coach spends very little time with the AB coaches. This is because PN race times are on a different schedule than the AB race starts. Remember that there are only 2 AB race starts (men and women) whereas there are 4 PN race starts (standing men, standing women, sitting men, sitting women). The AB coaches typically travel with the wax techs to the venue early to wax skis (10 pairs of classic skis + probably the same number of warm up skis) and the PN coach travels with the PN athletes (in PG there were 3 PNs with classic skis with only 1 pair of warm up skis; but if the team were entirely sit skiers than there wouldn't be any classic skis to prepare).