

Cross Country BC Provincial Coach Job Description

1. **Position Title.** Provincial Coach.
2. **Reporting Structure.** The Provincial Coach reports to and takes direction from the Cross Country BC (CCBC) Executive Director in consultation with the CCBC Athlete Development Committee.
3. **General Scope of Responsibilities.** The Provincial Coach provides technical leadership for and oversees the implementation of CCBC's high performance system in a manner consistent with the mission and goals of CCBC.
4. **Specific Responsibilities.** The specific responsibilities of the Provincial Coach shall include, but not be limited to, the following:
 - a) *Providing technical leadership to T2T and higher level coaches (i.e. a coach of coaches)*
 - Facilitate NCCP Comp-Dev Workshops as needed
 - Evaluate Comp-Dev trained coaches as needed
 - Facilitate NCCP CCI-A (T2T) Workshops as needed
 - Evaluate CCI-A (T2T) trained coaches as needed
 - Utilize camp and trip opportunities (PCE Assignments) to mentor developing coaches
 - Provide support, including club visitations, to a small group of targeted developing coaches (list to be developed annually)
 - Provide technical support at a minimum of two regional camps annually
 - Liaise with the personal coaches of athletes in the high performance stream; be available to assist them with technical and training questions
 - b) *Overseeing the implementation of the provincial team programs (BC Ski Team, BC Development Squad, BC Talent Squad)*
 - Implement the BC Ski Team program
 - Provide technical guidance and support to the BC Development Squad program
 - Provide technical guidance and support to the BC Talent Squad program
 - c) *Leading CCBC Team Trips*
 - Lead trips to competitions as needed (Canada Winter Games, Nationals, World Championship Trials, Nor Ams, BC Cups and Regional Cups)
 - d) *Overseeing the development and implementation of an effective performance enhancement program (sport science, sport medicine and technology)*
 - Ensure a coach-led IST concept is in place
 - Ensure initiatives are appropriate for the different LTAD stages
 - Maintain Athlete Monitoring Chart

e) *Ensuring all programs are aligned with Cross Country Canada's (CCC) Long Term Athlete Development (LTAD) model*

- Ensure all programs are consistent with CCBC's Strategic and Operational Plans

f) *Administration*

- Ensure all athlete files and progress report/data are maintained and up to date
- Provide relevant information for grant applications and reports as needed
- Ensure all receipts are submitted and bills are paid as required
- Oversee the management of CCBC inventory of field equipment/waxes

5. **General Expectations.** The Provincial Coach is expected to:

- a) Prioritize tasks and strive to achieve high standards in terms of quality and timeliness of all work products
- b) Contribute to the projection of a CCBC image characterized by inclusiveness, integrity, reliability, respect, courtesy, openness and commitment to excellence
- c) Ensure that all programs are delivered in accordance with due regard to risk management and safety