

# Cross Country BC

## Assistant Provincial Coach

### Job Description

1. **Position Title.** Assistant Provincial Coach.
2. **Reporting Structure.** The Assistant Provincial Coach reports to and takes direction from Cross Country BC's (CCBC) Provincial Coach with regard to athlete development and CCBC's Executive Director with regard to the delivery of NCCP.
3. **General Scope of Responsibilities.** The Assistant Provincial Coach assists the Provincial Coach in providing technical leadership for and overseeing the implementation of CCBC's high performance system (both athlete and coach development) in a manner consistent with the mission and goals of CCBC.
4. **Specific Responsibilities.** The specific responsibilities of the Assistant Provincial Coach shall include, but not be limited to, the following:
  - a) *Providing leadership to CCBC's NCCP program (i.e. a assistant coach of coaches)*
    - Oversee all aspects of the evaluation component of NCCP, including coordination and administration
    - Oversee the training of NCCP Learning Facilitators (CC and CCI-L2T levels)
    - Evaluate/certify NCCP Learning Facilitators (CC and CCI-L2T levels)
    - Facilitate NCCP CCI-A (T2T) Workshops as needed
    - Evaluate CCI-A (T2T) trained coaches as needed
    - Evaluate CCI (L2T) trained coaches as needed
    - Facilitate NCCP CCI (L2T), CC and ICC Workshops as time permits
    - Assist with the facilitation of NCCP Comp-Dev Workshops as needed
    - Assist with the evaluation of Comp-Dev trained coaches as needed
    - Utilize camp opportunities (PCE and RCE Assignments) to mentor developing coaches
  - b) *Assisting with the implementation of the provincial team programs (BC Ski Team, BC Development Squad, BC Talent Squad, Regional Camp Program)*
    - Assist with the implementation of the BC Ski Team program
    - Assist with the implementation of the BC Development Squad program
    - Assist with the implementation of the BC Talent Squad program
    - Provide technical support at a minimum of two regional camps annually
  - c) *Assisting with CCBC Team Trips*
    - On occasion, assist with trips to competitions (Canada Winter Games, Nationals, World Championship Trials, Nor Ams, BC Cups and Regional Cups)
  - d) *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

e) *Administration*

- Help maintain the Athlete Monitoring Chart
- Provide relevant information for grant applications and reports as needed
- Ensure all personal expenses/receipts are submitted in a timely manner according to established procedures
- Oversee all paperwork with respect to team van
- Manage the Whistler office – filing, record keeping
- Oversee preparations and follow-up for sending a team to the Canada Winter Games

5. **General Expectations.** The Assistant 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