



National Team Assistant Coach

JOB DESCRIPTION

A. General Description

This is a Permanent Position, supported through a partnership between Canoe Kayak Canada (CKC) and the Canadian Sport Centre Atlantic (CSCA). This role is intended to commence October, 2021 (to be negotiated). As with all Coaching roles, this position will be subject to review pending the outcome of a High Performance Program Review following the 2024 Olympic Games.

As a reflection of CKC's commitment to Inclusion, as one the core values committed to in our 2024 Strategic Plan, we encourage all applicants for this position especially those who identify with underrepresented communities in technical leadership roles within our sport. Any and all questions about this role can directed to Ian Mortimer, Director of Development – imortimer@canoekayak.ca

The National Team Assistant Coach hereinafter referred to as 'The Coach' is part of a coaching team responsible for the development of sprint racing member athletes capable of achieving world-class performances while contributing to the physical, psychological and social development of each athlete entrusted under their care. This position will be based out of Halifax, Nova Scotia training center and require extensive travel to meet international training and competition commitments.

B. Organizational Scope

The Coach, in consultation with the National Team Head Coach (HC) and relevant National Discipline Coaches (NDC) and as directed by the Chief Technical Officer



(CTO) will assist in the delivery of a national team training and competition plan within the bounds of approved policy and the annual operating budget for the association.

C. Reporting Structure

The Coach shall work under the direct supervision of the HC in collaboration with relevant NDC. The Coach also is accountable to and reports to the CTO. An annual review process will also include the Coach and Technical Leadership Consultant from the CSCA.

D. Specific Responsibilities

- Assists the HC in the design, content, implementation and the results of a comprehensive competition, training and monitoring program for the athletes for which he/she has been entrusted. The program should promote the consistent and continuing development of Canadian performances and the achievement of specific performance objectives in Olympic Games, World Championships and other major international regattas.
- 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. To this end, The Coach will be responsible for the completion of all available levels of the CAC National Coaching Certification Program, both technical and theory, or their equivalents.

The coach will be integrated into the CSCA coaching community through the Technical Leadership Consultant from the CSCA.



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- The Coach will assist the HC and NDC, by providing recommendations for criteria to be used in team selections, naming of teams, and, finally, the development of a training and competition schedule.
- The Coach is obliged to work within the policies and procedures established by the High Performance Committee and Canoe Kayak Canada (CKC).
- The Coach will work with the CTO on a regular basis to seek and provide information needed for the administration of all high performance system activities. The CTO is the chief administrator of the high performance system and must be consulted on all administrative and budgetary matters.
- The Coach will work with the HC, to seek and provide the information needed for the ongoing delivery of technical programs.
- The Coach may, from time to time, be asked to communicate with regatta organizers, National Coaches of other federations, and national sponsors to secure the best possible conditions for the National Team. Official communication between CKC and other external agencies and sponsors shall always be through the National Office.
- The position is one of high public visibility and as such it is imperative that The Coach represents CKC, its athletes, staff, volunteers and sponsors in a positive fashion at all times.
- Assists in the planning, implementation, monitoring and evaluation of athlete training and preparation for competition.



- Assists in the organization and direction of training and competitive activities of the athletes for which they are assigned. Controls these activities when athletes are under his/her direct responsibility.
- Assists the HC/NDC in the preparation of athlete training programs. Discusses these programs with the athletes and monitors their training as directed.
- Assists the HC/NDC in establishing sport science testing programs to ensure regular physiological, psychological, medical, and technical monitoring of training programs in conjunction with the IST established with the CSCA by CKC for the relevant training groups and athletes supported
- Assists the HC/NDC in establishing controls to monitor the progress of athlete training.
- As directed by the NDC and / or the HC establishes regular communication with athletes and their coaches in the off-season and between projects.
- Assists the HC/NDC in identifying clear objectives for competitions and training camps and when directed communicates these to the athletes.
- Assists the HC/NDC in the development, implementation and analysis of National Team Programs consistent with the objectives established in the high performance quadrennial plan.
- Assists the HC/NDC in the evaluation and selection of athletes who will constitute the national team according to published criteria.
- Assists the HC/NDC, prepare annual program plans that identify competitions and training camps and when directed communicates this information to the athletes.



- Assists the HC/NDC prepare annual program plans which identify competitions, training camps, the number of athletes and required equipment for the purpose of budget preparation.
- Assists the HC/NDC evaluate the performance of discipline athletes and assists in the documentation of this evaluation for use in selection and year-end performance analysis.
- Assists the HC/NDC in recommending to the CTO an athlete selection system and criteria consistent with short and long-term performance objectives
- Ensures written technical and financial reports are submitted as directed to the HC/NDC or the CTO on all projects (Tours, camps, etc.).
- When appointed as Team Leader, negotiates with regatta organizers on site to obtain best possible conditions for team participation.
- Assists the HC/NDC in establishing standards for and monitoring individual and team behavior and communicates this information to athletes and team personnel as directed by the NDC or the CTO.
- Assists in the operation of the high performance training center and collaborate with the Canadian Sport Centre Atlantic when in that location.
- Produces regular operational monitoring reports and submits such to the NDC, the HC and the CSCA as required.
- Assists the NDC and the HC as required, to annually evaluate the operation of the training centre and provides, when appropriate, recommended changes.



- Assists the HC/NDC and the National Team Manager in the financial management and reporting of expenses of the National Team Centre as required.
- Assists the HC/NDC and the CTO as required to liaise with provincial/divisional/club and personal coaches of athletes.
- Participation as directed in the general decision-making and management operations of CKC.
- Attends, when requested, High Performance Committee, Sprint Racing Council and Annual General meetings.
- When appropriate, promotes the national team program to CKC membership, corporate sponsors and the general public.
- Performs such other duties as may, from time to time, be requested by the NDC and/or the CTO in order to best ensure the realization of the high performance plan objectives.

E. Travel

The Coach will be required to travel extensively to support the National Team program both in Canada and internationally. This includes extended time away from home at warm weather training camps and international competitions.

F. Qualifications

Education

- The successful candidate will have a degree in a related field or equivalent.



- Be a certified Competition Development National Coaching Certification Program coach or hold an equivalent national coaching qualification
- Be willing to engage in continuing education including registration in Advanced Coaching Diploma of the National Coaching Certification Program

Skills / Background

- Be a coach with a successful track record of coaching athletes to the national and / or international level and / or extensive international experience as an athlete.
- Have an excellent understanding of LTAD for the canoe/kayak athlete and in particular the identification of and development of our next generation of podium potential athletes.
- Show evidence of working effectively within a team, possessing excellent planning, interpersonal, management and organizational skills, and can motivate and inspire others
- Have good written and oral communication skills
- The ability to work in both official languages is considered an asset
- Evidence of the ability to think innovatively and use experience and knowledge from other sports or fields to accomplish excellence
- Key personal qualities include adaptability, commitment, drive, innovation
- Strong computer literacy and coaching software



**CANOE KAYAK
CANADA**

It's Who **We Are.**
C'est **Notre Nature.**