



2010 Coaching Director Job Description



GENERAL DUTIES:

The Coaching Director is responsible for the High Performance program of the Manitoba Rowing Association (MRA) and the entire coaching system at the Winnipeg Rowing Club (WRC). He/she will work with all coaches to ensure programs are running smoothly, and developed in accordance with plans and priorities determined by the MRA & WRC Boards. The Coaching Director will staff and volunteer coaches and will be responsible for coach development and mentorship, and for ensuring volunteers are provided with proper resources. The Coaching Director will initially attend Coaching Committee meetings and assume the Committee Chair when appropriate. The Coaching Director will be responsible for implementing and enforcing policies on boat use, team selection, talent identification, safety, regatta participation, and training programs and will recommend changes/develop policies in need of improvement.

QUALIFICATIONS/SKILLS:

- Level 3 NCCP certification or equivalent
- Previous coaching experience
- Valid Driver's License
- First Aid and CPR
- Pleasure Craft Boat Operator's Card
- Criminal Records Check
- Sport MB "Respect in Sport" Online Education

RESPONSIBILITIES:

- Work with Boards of Directors & Club Administrator to promote and conduct all Competitive, Sport and Developmental Rowing programs (including the MRA High Performance Program);
- Direct efforts for recruiting and retaining new members;
- Develop a common training philosophy and provide direction to all rowing programs;
- Support the Board of Directors in overseeing operations of the boathouse/enforcing club policies and work closely with the WRC Club Administrator;
- Help to coordinate regatta logistics;
- In conjunction with the VP-Boats and Equipment, supervise boat rigging and carry out basic boat maintenance;
- Communicate with club & provincial members and the public as needed;
- Work with the Boards, Club Administrator and other coaches to establish safety protocols;
- Attend/Chair the Coaching Committee meetings and work with the other coaches, as a team, to provide an optimal rowing experience for all members;
- Provide temporary coverage during the absence of other coaches;
- Provide periodic reporting to the MRA & WRC Board's reflecting on programming and give future recommendations;
- Demonstrate a commitment to upgrading skills and qualifications;
- Develop clear guidelines as to the standards/requirements to make provincial team & use of MRA equipment;
- Assist and support all Coaches to run skill specific and level appropriate practices;
- Promote and encourage WRC & MRA Competitive team cohesion;
- Represent Manitoba at the Inter Provincial Coaching Committee (IPCC)
- Other responsibilities and duties as assigned;

REQUIRED SKILLS:

As the central leadership figure, the Coaching Director needs to possess the following qualities and skills: leadership, strong communication and interpersonal skills, organizational, administrative, and planning skills necessary to recruit, retain and develop athletes and programs, managing coaching personnel, and resolving conflicts. The Coaching Director should also be: team oriented and enthusiastic, self motivated and willing to take initiative, be a problem solver, have experience running rowing programs.

The Coaching Director must be capable of mentoring/developing other coaches, as he/she will be the primary mentor and responsible for conducting formal evaluations for all other coaches. The Coaching Director will develop individualized learning plans based on the identified coaches' strength and weaknesses. Every coach should be given the opportunity to coach and improve but each coach should be coaching to an objective.

TIME ALLOCATION:

The Coaching Director's allocation of time to achieve their objectives is ultimately at his/her own discretion, however the following is intended to aid in understanding the MRA & WRC objectives and the boards view on how time should be allocated.

- **25% - High Performance**
This includes: Talent ID, working 1-on-1 with high performance athletes and coaches, running training camps, coordinating crew and team selections, preparing athletes for major competitions and attending regattas (if required), developing and supervising training programs, and the delivery of coaching to competitive athletes. The Coaching Director does not need to be the main high performance coach but may if he/she wishes
- **25% - Athlete Development**
This includes: The recruitment and retention of athletes by ensuring that programs at all stages of athlete development are being run smoothly. Develop a training philosophy to be used by athletes of all skill levels. Deal with athlete complaints and concerns and ensuring that fun club wide or intra program events occur. Prepare for and encourage participation at various local regattas, and developing athletes to strive for excellence whether that involves becoming a high performance athlete or some other level of personal excellence.
- **25% - Coach Development**
This includes: Managing, recruiting and mentoring coaches, cooperative coaching with coaches in all programs, developing individualized career paths for individual coaches based on their interests and talents, planning for and running the Coaching Committee meetings. Running or helping to plan coaching/rigging or boat repair clinics and/or other experiences as opportunities and needs arise.
- **25% - Developing Culture & Cohesion**
This includes: Assessing, enforcing and improving all policies currently in effect. Developing a better culture surrounding the appreciation/care & handling of boats and equipment. Helping athletes and coaches move between programs as needed for their optimal development in accordance with Long Term Athlete Development (LTAD) principles. Setting an example as a positive role model for the culture the MRA & WRC wish to foster as established in their Common Objectives Document.

SUPERVISION/REPORTING:

The Coaching Director is expected to attend WRC & MRA board meetings and provide seasonal updates. He/she will report to the MRA's VP-High Performance and the WRC's VP-Programming. The Coaching Director will receive annual performance reviews.

The Coaching Director will be assessed on his/her results or efforts in the following areas:

- 1) Recruitment of athletes
- 2) Coaching development (including: running Coaches Committee meetings)
- 3) Reporting to MRA & WRC boards
- 4) Regatta attendance & performance
- 5) Rowing culture & program cohesion

EMPLOYMENT TERMS/SALARY:

- Two years, full-time contract to be reviewed every two years.
- \$40,000.00 - 60,000.00/year based on qualifications and experience
- Benefits package