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## **JOB DESCRIPTION: CANOE SLALOM INTERNATIONAL COACH**

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### **1 General Description / Location**

The Canoe Slalom International Coach is accountable for the development of slalom member athletes capable of achieving world-class performances while contributing to the physical, psychological and social development of each athlete entrusted under his/her care.

### **2 Organizational Scope**

Canoe Kayak Canada (CKC) is the recognized authority by the International Canoe Federation on all aspects of paddling in Canada including the Olympic disciplines of sprint and slalom, and the Paralympic discipline of Paracanoe. Our vision is to be a Canadian sport for families, communities and champions.

All staff are employed by CKC to facilitate the achievement of its long term vision and planned annual targets. All personnel are required to operate within the policies and procedures as established by the Board of Directors and CEO and are expected to act consistently with the association's values.

CKC receives financial contributions from the federal government and other agencies, organizations and corporate sponsors, and is accountable for the disbursement and reporting of funds according to the contracted terms and conditions. Programs, activities and services are operated within the limitations established in an annual operating budget approved by the Board of Directors. CKC staff is responsible to manage and administer the association's finances and provide administrative support for all association activity.

CKC receives financial support from Sport Canada, Own the Podium and the Canadian Olympic Committee and generous contributions from sponsors.

### **3 Purpose**

The purpose of the role is to enhance the preparation of Senior National Team athletes on the 2020 Qualification Pathway and to raise the individual and team performance standards of Canoe Kayak Canada's Canoe Slalom High Performance Program. The right coach will therefore be positive, empowering, open and collaborative. They will be flexible and appreciative of different learning approaches, excellent

communication skills, and professional aptitude. They will have a minimum of 10 years' experience competing and/or coaching with success in international Canoe Slalom.

#### 4 Reporting Structure

The Canoe Slalom International Coach reports to the Chief Technical Officer. The International Coach is supervised by the Senior Manager of High Performance and Coach Development (SMHPCD) with respect to the daily operations of the Canoe Slalom High Performance Program

#### 5 Overview

- 5.1 The Canoe Slalom International Coach is responsible for 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 events;
- 5.2 It is expected that the Canoe Slalom International Coach 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 Canoe Slalom International Coach will be responsible for the completion of all available levels of the CAC National Coaching Certification Program;
- 5.3 The Canoe Slalom International Coach may be required to develop and present to the CTO, criteria to be used in Senior National team selections, naming of teams, and, finally, the development of a training and competition schedule. Once approval is received from the CTO, the Canoe Slalom International Coach is responsible to ensure that athletes are aware of and understand the selection process and its outcomes;
- 5.4 The Canoe Slalom International Coach is obliged to work within the policies and procedures established by Canoe Kayak Canada (CKC);
- 5.5 The Canoe Slalom International Coach will work with Senior Manager of High Performance and Coach Development (SMHPCD) 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;
- 5.6 The Canoe Slalom International Coach may, from time to time be required to act in the capacity of Head Coach for a camp or competition as directed by the CTO. If assigned to the role of Head Coach (HC) they would be responsible for the overall technical operations of the team. This may include but is not restricted to communication with technical officials, National Coaches of other federations

and national team sponsors to secure the best possible conditions for the National Team. In addition, they will be responsible for the overall technical operations of the Canadian team including the coordination of programs with other coaches, provision of technical information provided by organizing committee and ensuring that the overall team operations is world class. Official communication between CKC and other external agencies and sponsors shall always be through the National Office;

- 5.7 The position is one of high public visibility and as such it is imperative that the Canoe Slalom International Coach represent CKC, its athletes, staff, volunteers and sponsors in a positive fashion at all times;

## **6 Specific Accountabilities**

### **A. Athlete Preparation**

- 6.1 The planning, implementation, of Senior International Carded athlete training and preparation for competition;
- 6.2 Organizes and directs the training and competitive activities of the athletes for which he/she is assigned. Controls these activities when athletes are under his/her direct responsibility;
- 6.3 Lead and support International High Performance warm-weather training camp(s);
- 6.4 Develop and implement the preparation of Senior National Team athletes training programs. Discuss these programs with the athletes and monitor their training;
- 6.5 Work with the SMHPCD in establishing sport science testing programs to ensure regular physiological, psychological, medical, and technical monitoring of training programs;
- 6.6 Work with the SHPMCD and the Next Gen Coach in identifying clear objectives for competitions and training camps and communicates these to the athletes.

### **B. Athlete Monitoring**

- 6.7 Work with the SMHPCD in establishing controls to monitor the progress of athlete training;
- 6.8 Monitor and follow-up with Carded National Team athletes after reviewing monthly training log reports;

- 6.9 Maintain regular communication with athletes and their coaches in the off-season and between projects;
- 6.10 Collaborate with regional/club coaches to monitor Carded Senior National Team athletes to develop individualized training programs to accelerate development;
- 6.11 Perform annual Gap Analysis of senior National Team athletes;
- 6.12 Works closely with the Next Gen Coach and provincial/club coaches to conduct quarterly athlete fitness testing;
- 6.13 Assist the Next Gen Coach to mentor and develop club coaches on CKC's coach "Radar", who are working directly with National Team athletes, in the daily training environment;

### **C. Program Planning**

- 6.14 The development, implementation and analysis of national team programs consistent with the objectives established in the High Performance Quadrennial Plan;
- 6.15 Working with the SMHPCD, prepares annual program plans which identify competitions, number of athletes, required equipment and support personnel for the purpose of budget preparation and communicates this information to National Team athletes;
- 6.16 Evaluates the performance of Senior National Team athletes and documents this evaluation for use in ongoing performance analysis of athlete results in preparation for carding purposes.

### **D. Team Management**

- 6.17 The organization of appropriate competitive and training conditions and completion of all support activities required for effective and efficient execution of National team programs;
- 6.18 Ensures written technical and financial reports are submitted to the CTO on all projects (Tours, camps, etc.) for which he/she is responsible;
- 6.19 When appointed as Team Leader and / or designated Head Coach, negotiates with event organizers on site to obtain best possible conditions for team participation;
- 6.20 Assists the CTO and the SMHPCD in establishing standards for individuals and team behavior and communicates this information to athletes and team personnel.

## **7 Coaching Education**

- 7.1 Assists the SMHPCD in the development and implementation of the high performance programs of the National Coaching Certification Program and engages in ongoing professional development as developed between the CTO and the coach.
- 7.2 Assists the SMHPCD, when funds are available, with the designing and implementation of coaching education opportunities (e.g. Coaches Conference, NCCP workshops and mentorship programs) for coaches involved in CKC's-High Performance System.

## **8 General Management**

- 8.1 Attends, when requested, HPC, CKC-W Council and Annual General Meetings.
- 8.2 When appropriate, promotes the national team program to CKC membership, corporate sponsors and the general public.
- 8.3 Performs such other duties as may, from time to time, be requested by the CTO or SMHPCD in order to best ensure the realization of the High Performance Program objectives.

## **9 Travel**

The Canoe Slalom International Coach will be required to travel to domestic and international events including camps and competitions throughout the year. The association has a compensatory time off policy to cover such travel necessity.

## **10 Performance Review**

On an annual basis the Canoe Slalom international Coach will be expected to accomplish specific end results, the satisfactory fulfillment of job responsibilities and the demonstration of the required level of ability in key competency areas. These three components will form the basis of an annual performance review conducted by the Chief Technical Officer and other staff as deemed appropriate.

## **11 Qualifications**

### **11.1 Education**

- 11.1.1 The successful candidate will have a degree in a related field or equivalent.
- 11.1.2 Be a certified Competition Development National Coaching Certification Program Coach or hold an equivalent national coaching qualification.

## 11.2 Skills / Background

- 11.2.1 Be a world-class coach with a successful track record of coaching at the international level.
- 11.2.2 Show evidence of working effectively within a team, possessing excellent planning, interpersonal, management and organizational skills, and can motivate and inspire others.
- 11.2.3 Have good written and oral communication skills.
- 11.2.4 Experience of applying aspects of sports science, medicine and technology to improve performance.
- 11.2.5 The ability to work in both official languages is considered an asset.
- 11.2.6 Evidence of the ability to think innovatively and use experience and knowledge from other sports or fields to accomplish excellence.
- 11.2.7 Key personal qualities include adaptability, commitment, drive, innovation.
- 11.2.8 Strong computer literacy and coaching software.
- 11.2.9 Maintain a valid membership in the Coaching Associations of Canada's Chartered Professional Coaches (ChPCs) program.