



Provincial High Performance Coach Job Description

Position: Provincial Coach

Location: Either Regina or Saskatoon

Type of Position: Full-time Salaried Employee with Benefits

Start & End Date: ASAP to March 31, 2021 (with option for renewal)

Salary Range: \$49,000 to \$55,000 dependent on qualifications

Position Overview

Saskatchewan Rowing Association is seeking a full-time provincial coach to lead planning and delivery of high performance rowing. Building on Saskatchewan's strong and vibrant history of rowing, the Provincial High-Performance Coach (HP Coach) will be a positive, collaborative leader who is invested in excellence, developing people, and growing the sport of rowing.

In partnership with the clubs and working with paid and volunteer coaches, the HP Coach will lead excellence in athlete training, technical coaching, and on-water performance. The HP Coach will develop plans and manage the day-to-day activities and operations of the SRA's High Performance Program, coach competitive athletes and programs, and provide leadership to the coaches and seasonal staff in various aspects of the provincial clubs' programs and activities. Success will be measured by competitive results and team development.

In addition, the incumbent will implement development initiatives under the leadership of the Provincial Coach – Development, including coach mentorship and outreach activities. As an integral part of the home rowing club of either Saskatoon or Regina, the incumbent will also provide expert advice and be an active participant in club events.

HP Coach will provide leadership to the Provincial Association as a whole and will focus their time in the following three areas:

- a. Be responsible for creating and leading high performance planning and programming, including progressing athletes with potential to be high performance (40%)
- b. Implement High Performance plan in either north or south (i.e., coaching of U17, U21 & U23 athletes in either club) (40%)
- c. Implement Development and Program plan initiatives including outreach and coach mentorship in clubs located in either north or south of province (20%)

Organizational Overview

The Saskatchewan Rowing Association(SRA) is a not-for-profit organization established in 1973. The SRA is governed by a Board of Directors and funded primarily through the Sask Sport Legacy Fund, along with other sources of grant funding and membership fees.

The SRA is dedicated to both competitive excellence and the promotion and development of the sport of rowing for all individuals. The promotion and development will be achieved through the provision of: Program Leadership; A Communication Network; and Financial Resources.

SRA is part of the SaskSport network which offers regular and ongoing Coach mentorship and professional development opportunities.

Nature and Scope

Saskatchewan Rowing Association is seeking a full-time, salaried Coach to work year-round.

The Provincial Coach High Performance will be directly responsible for the competitive programs including U17, U21 & U23. Creating a positive atmosphere among athletes, club members, and other participants is valued.

The HP Coach will also be responsible for hands-on coach mentorship and supporting implementation development activities in the north or south of the province. They will also be responsible for:

Responsibilities

High Performance

- Develop the provincial high performance plan per Sask Sport recommendations including goals, outcomes, timelines, indicators of success and lead in the plan's execution
- Develop and execute the provincial high-performance training programming for U17, U21 & U23
- Develop Provincial Team selection documents and criteria in consultation with high performance committee
- Oversee all SRA-led high performance programs, providing leadership to the club, coaches and athletes as a whole
- Facilitate regular athletic performance evaluations
- Lead Sport Science Initiatives that support the success of High Performance athletes
- Facilitate clinics, workshops or other outreach activities that increase competitive excellence across the province
- In collaboration with ED, communicate regularly with clubs to gain and maintain an understanding of their needs and adapt plans in order to be responsive to changing environments
- Travel to other competitive SRA centers as needed
- Direct the High-Performance Programming of the Provincial Development Coach located in the other major center (i.e. Saskatoon or Regina)
- Meet with Provincial Coach Development at regular intervals to obtain feedback on the progress of his/her programs and to ensure goal-alignment and attainment as it relates to High Performance technical coaching
- Meet regularly with athletes in your program to monitor goals and progress

- Travel to and coach at regattas under the portfolio of Excellence
- Provide monthly High Performance activity reports to the Board
- Monitor budget available for programs and initiatives and work with ED to ensure budget, audit and grant funding requirements are being met. Spending decisions are only made within approved budget by Board
- Work with the clubs to make joint high performance equipment recommendations to the Board and work with the clubs to access equipment for training
- Work with ED to develop grant applications for funding to support activities where appropriate and assist in completion of follow up reports
- Work with ED to report on and communicate success of current provincial athletes as well as alumni
- Commit to annual professional development based on Sask Sport recommendations
- Other reasonable duties the Employer may assign

Provincial Development

- Work under the direction of the Provincial Development Coach to enact development initiatives in either the north or south of the province. Such initiatives may include: developing and mentoring program coaches for both competitive and recreational activities of the club; assisting as required in the development of training plans for non-HP programs; and assisting with camps or coach education clinics
- Meet with Provincial Development Coach at regular intervals to obtain feedback on the progress of his/her programs and to ensure goal-alignment and attainment as it relates to development initiatives
- Communicate on a regular basis with the Provincial Development Coach

Clubs and Other Networks

- Working with the local coaches/club members to ensure respect for the club's boats, equipment and facilities, and reinforce appropriate boat assignments in partnership with club Directors
- Assist in the recruitment and mentorship of program coaches
- Work with the clubs to identify needs and opportunities and recommend solutions
- Support club participation in regattas. Working with program coaches to manage the entry process, equipment, transport and participation
- Stay current with knowledge, trends and practices that are necessary to build and maintain a competitive program
- Maintain positive relationships with other sport governing bodies at the local, regional, provincial, national and international levels
- Liaise with Rowing Canada Aviron, and other coaches as needed towards the development of High Performance Rowing and progression of rowers in Saskatchewan

Obligations to SRA Board

- Attend SRA Board meetings as required

- Stay informed about board and committee matters; review and comment on minutes and reports
- Stay informed about the organization's mission, services, policies, and programs
- Keep up-to-date on developments in the organization's field
- Inform others about the organization
- Get to know other members; build working relationships that contribute to consensus
- Follow conflict of interest and confidentiality policies

Preferred Competencies & Qualifications

The Provincial High Performance Coach will be thoroughly committed to the SRA's mission and values. They should have proven coaching experience and an ability to work independently as well as collaboratively. Concrete demonstrable related experience and other qualifications include:

- Comprehensive knowledge of rowing coaching systems and strategies, the ability to teach/coach/prepare for practice and competition at a national level. Demonstrated success in delivering these skills and abilities
- Excellent communication skills, oral, written and presentation. Strong interpersonal skills with the ability to interact professionally and effectively with people at all levels
- Must be service-oriented and be capable of dealing with a wide variety of individuals and situations
- A high degree of independence, as well as the ability to work in a team environment
- Ability to exercise discretion, good judgement, sound decision-making and maintain ethical standards consistent with club and SRA policy
- Organizational skills and time management abilities are essential. The individual must be result oriented, assuming responsibility for development, implementation and completion of projects/initiatives
- Certification as an RCA Performance Coach or NCCP Level 3 under the old NCCP system. Be registered with RCA as a coach and registered on www.thelocker.coach.ca
- Valid Canadian driver's licence, clean driving record and experience trailering boats preferred
- Transport Canada Pleasure Craft Operators Card
- Current first aid and CPR certification
- Police check including Vulnerable Sector Screening
- Proficiency in computer applications with skills in Microsoft products and internet applications
- Right and permission to work in Canada

Working Conditions

- This is a full-time, year-round position, with hours varying to the season and work requirements. Programs are on the water from April to November. The coach will be on the water during relevant program hours. It is anticipated the coach will work a 'split shift' many days to accommodate coaching activity.
- During regatta season several weekends will be required for regatta participation. It is expected under normal circumstances that the majority of vacation will be booked outside of the peak regatta season.

- Administrative and management requirements will figure prominently into the hours of work, as will mentoring and developing program coaches as required.
- There is a physical component to the position. Physical work is required to assist in program delivery.

Compensation, Performance Review & Employment

The coach will be financially supported as follows:

- Full time salaried position ranging from \$49,000 to \$55,000, dependent on qualifications
- Option to enroll in a Group Insurance and Benefits Plan administered by SaskSport
- Option to enroll in the SaskSport Pension Plan with employee contributions matched by SRA up to 7% of base salary per annum
- The SRA will pay for annual attendance at the RCA Coaches Conference and AGM, this includes registration fees, travel and accomodation
- The SRA will pay for any Coaching Development Programs requested by the coach and approved by the Board of Directors
- The coach will be subject to an ongoing review of their performance and a formal annual review one month prior to the anniversary of their start date. This Performance Review will be conducted by the Executive Director and VP High Performance with input from the High-Performance Committee and may involve collecting input from other stakeholders such as rowing program participants.
- The Provincial Coach High Performance, the Executive Director and VP High Performance will meet prior to March 31st to review the contract in force at the time and discuss an extension.

Application

- To apply submit your resume and a cover letter describing your interest in the position to saskrowing@sasktel.net by 12pm noon February 9, 2019.

We thank everyone for their interest in Saskatchewan Rowing; however, only those selected for an interview will be contacted.