

SCHEDULE "B"

XC COACH JOB DESCRIPTION -

Position: SLNC XC Coach

Compensation: Competitive salary based on experience and skillset, plus Benefits Plan, Matched RRSP Contributions, phone and computer plan.

Reporting Structure: Reports to the General Manager, and is a member of the Operations Management Team. The Programs Coaching Team (XC Coach, Biathlon Coach, Development Programs Coach and Adult Programs Coach) work collaboratively throughout the season.

Evaluation Process: Quarterly reviews will be completed by the GM and the Programs Board Rep to ensure we are staying on track with Race Program deliverables. An annual performance review will be completed by the General Manager, Board HR Chair and the Programs Board Rep.

The XC Coach, reporting directly to the General Manager, and acting as the XC Race Liaison on the Programs Committee (PC). The XC Coach often assists with the XC and/or Biathlon Race Programs for joined ski sessions, and assists at races for both sports when available.

The XC Coach will also co-lead the Race Team Sub-Committee meetings as deemed necessary with Parents and Coaches and will be expected to take a leadership role in monthly meetings of the PC in addition to weekly Management Team meetings when not in conflict with other work duties.

Primary duties of the position include the following:

- Act as Head Coach of the XC Race Team program,
- Assistant Coach for the Biathlon Race Team Programs when available for skiing sessions,
- Lead all L2T, T2T, L2C, High School Academy and Post-Secondary XC Race Program Coaching
- Create a common YTP calendar for L2T athletes, in additional to individualized YTP's for all T2T and L2C XC athletes, this can be completed together with the Biathlon Race Team Coach to streamline process and collaborate more effectively.
- In collaboration with the Biathlon Coach, plan and implement testing and monitoring for all T2T and L2C Program athletes,
- Lead and oversee the development of fundraising and grant opportunities for Racing Programs with the Biathlon Coach.

- Advise the Events Committee as needed on race development opportunities,
- Co-Lead Recruitment Initiatives and strategies for athletes in SLNC Race Programs, including local, regional and out of province athletes into the Academy Programs.
- XC Coach at all scheduled Race Team events in the competition season, including regional races, BC Cups, and National Championships. Other events may be added to the calendar as approved by the PC each year.
- Lead coach training and mentorship for Professional Development of program volunteer coaches.
- Lead a strong team of volunteers and contracted staff for wax testing and application at races.
- Lead and assist with Training Camps in the Spring, Summer and Fall.
- Be an active coach involved in the CCBC coaching system, working Provincially at designated dryland and on-snow training camps to build and foster a collaborative provincial approach.
- Develop the annual XC Race Program budget with the General Manager. The XC Coach is directly accountable to maintaining a cost-neutral program.
- Assist with Community events as a Programs representative when available.
- Provide administrative support to the XC Race Program,
- Attend monthly Program Committee meetings, and provide a detailed report on monthly activity 1 (one) week prior to scheduled meetings.
- Assist with Safety Plan Development and implement Safe Sport Procedures and Protocols for our SLNC Programs as a whole.
- Maintain a post-secondary collegiate program under the umbrella of SLNC Programming.

Coach Recruitment, Training and Development

Together with the PC and Sub-Committees;

- Develop overall coaching plans and ensure volunteer coach recruitment targets are met with the Development Coach,
- Implement the Responsible Coach Movement (RCM) pledge within our organization and foster a community of acceptance, responsibility and ownership.
- Ensure that the coaching capacity within the XC Race Program meets the needs of all athletes,
- Deliver dryland and on-snow XC mentorship sessions for SDP volunteer coaches.
- Foster advanced volunteer coach training and development within the club by encouraging participation in provincial coach training and development opportunities.
- Create a 5-year Race Team Strategic Plan that will support the growth of all Race Team program options,
- Facilitate and engage CCBC and Nordiq Canada in the development of new coaches at SLNC.

The XC Coach will provide an annual programs budget (outlining all anticipated expenses and expected revenues) and program overview. As the XC Coach you will provide feedback into the Budget. This is to be submitted by April 15th each season. This working budget is reviewed quarterly with the General Manager and Finance Committee.

Personal Development

- Continuously foster relationships with CCBC and Nordiq Canada.
- Participate in regional, provincial, and National training camps to increase coaching diversity and support club athletes at the regional and provincial level as much as possible.
- Participate as a Regional and Provincial Coach when available at Camps and events.

XC Coach Annual Work Schedule

The XC Coach is a full-time year-round position. It is recognized that working hours vary from week to week especially during the core prep and racing season of November-March where extended days may be required during race events. To the extent possible, working hours during this period will be scheduled and managed by the General Manager to ensure that hours are balanced within any 2-week pay period and that any compensating time for excess hours is provided throughout the course of the April-September period.

Skills and Qualifications

- Strong classic and skate technique demonstration skills,
- Fit and athletic, capable of skiing with athletes at training sessions,
- Strong rollerski skills,
- Demonstrates an ability to work as part of a dynamic and collaborative team in an often fast paced, team environment with volunteer coaches, Programs Committee, Programs Sub-Committees, the GM and all SLNC staff,
- Demonstrates exceptional planning and organizational skills,
- Superb communication and interpersonal skills,
- Demonstrates strong leadership skills, the ability to engage and motivate staff, board and volunteer coaches,
- Strong familiarity with Sport Canada's Long Term Athlete Development (LTAD) Model,
- Minimum NCCP certification level of Competition Coaching Development for Learning to Compete (CCD-L2C).
- National calibre waxing and ski prep skills for kick wax and glide application and testing.

- Strong skills in basic computer applications such as MSWord, Excel, PowerPoint and Team Snap.

Performance Evaluation

The General Manager with the HR Chair and Programs Board Rep will complete an annual performance review, assessing performance in the areas of responsibilities listed above. The performance review will include a review of salary and benefits. Any changes to salary and/or benefits would come into effect as agreed upon in during the review process with the approval of the SLNC Board.

Quarterly budget reviews will take place to provide feedback and suggestions for ensuring financial resiliency of the Programs budget.