

## Saskatchewan Cycling Association (SCA) Provincial Head Coach

Application Deadline: June 17, 2011

The SCA is searching for a Provincial Cycling Head Coach, who possesses vision and energy along with significant national or international experience, to lead the Provincial High Performance Program.

### **Job Description:**

The Provincial Coach is a key leadership position within the Saskatchewan Cycling Association High Performance program. The successful candidate will be responsible for identifying and developing, high performance athletes maintaining and enhancing the high-performance program in both Road and Mountain Bike racing and mentoring in-province coaches.

**Qualifications:** The successful applicant will have

- A demonstrated record of coaching at the junior and senior levels .
- A minimum of 3 years of experience in high performance coaching.
- Extensive experience in and knowledge of Road Racing and/or Cross-Country Mountain Bike competition
- NCCP Level 3 Cycling certification (or equivalent). If this requirement is not satisfied at the time of application, the successful applicant will prepare a written plan for completion of certification requirements within one year.

More info on the SCA website : <http://www.saskcycling.ca/letter/2011/provincialcoach.pdf>

- Although the contract does not require the individual to work from the provincial office, the incumbent must reside in Saskatchewan.
- Contract start date is negotiable, based on availability
- *We thank all those who apply. Only those selected for further consideration will be contacted.*
- *This position is financially supported by Sask Sport.*
- All applications will be confidential.
- Salary: Commensurate with experience and qualifications
- Please submit your application with CV and salary expectations via e-mail by June 17, 2011 to:

Saskatchewan Cycling Association  
2205 Victoria Ave  
Regina, SK S4P 0S4 (306) 780 9299  
[cycling@accesscomm.ca](mailto:cycling@accesscomm.ca)

## **Job Description**

# **Saskatchewan Cycling Association (SCA) Job Description Provincial Coach**

## **Purpose**

The Provincial Coach is a key leadership position within the Saskatchewan Cycling Association High Performance programming. The position will be responsible for the developing, identifying and maintaining high performance athletes in all-cycling disciplines (Road, Mountain Bike) and will play a key role in mentoring in-province coaches.

## **Job Responsibilities**

In collaboration with the High Performance Committee and under the direction of the Executive Director, the Provincial Coach duties will include but are not limited to these essential functions:

### **High Performance Athlete Development (70 % of duties)**

- With the assistance of High Performance Committee create an annual athlete development plan to prepare the Provincial Team for National Championships and Canada and Western Canada Summer Games which includes:
  - Identifying high performance athletes
  - Identifying out of province projects that will prepare athletes for National Championships
  - Create a selection criteria policy for athletes to qualify for selection to SCA funded projects which includes clear details as to the dates the selection process will occur
- Establish and evaluate performance measures and targets for provincial team athletes
- Meet with high performance coaches for input into the athletes development plan
- Meet with the high performance athletes for orientation sessions on the athlete development plan
- Organize the travel plans and attend out of province projects
- Organize and attend the annual Spring out of province training camp
- Develop an athlete agreement outlining what is expected of athletes attending SCA out of province projects and review the effectiveness of the agreement
- Implementation of the Canadian Cycling Association's Long-Term Athlete Development (LTAD) strategy at the Saskatchewan level as it relates to the following stages: Learn to Compete, Train to Compete, and Learn to Win.

### **Coaching Development (10 % of duties)**

Lead the SCA coaching development program including the development and mentoring of a network of regional coaches in Saskatchewan by:

- Develop and implement coaching training and certification for club level coaches and High Performance coaches by:
  - Organizing a pool of level 3 coaches willing to assist in mentoring club level coaches
  - Identify a list of coaches to assist with training camps and out of province competitions.

- Act as liaison for Saskatchewan Cycling Association to the Canadian Cycling Association, Coaches Association of Canada, and Coaches Association of Saskatchewan in all matters pertaining to the development of coaches in Saskatchewan.

### **Regional/Club Development (10 % of duties)**

- Work with club leaders to identify opportunities to assist in athlete development and talent identification
- Prepare a list of available personal coaches for athletes and refer athletes to appropriate coaches

### **General and Administrative (10 % of duties)**

- Work in partnership with the Sport Medicine Council
- Liaise with Canadian Cycling Association coaching staff to identify opportunities for provincial athletes to compete at the international level.
- Monitor and assist with the control of budgets for designated programs under their responsibility
- Direct the preparation, monitoring and evaluation of the components of the Strategic Plan dealing with Coaching Development and Athlete Development initiatives
- Attend seminars to remain abreast of recent trends and developments in cycling relating to the development of high performance athletes and coaches
- Prepare reports and submissions for programs as requested by the Executive Director.
- Attend meetings, as required, to represent the High Performance aspects of cycling within or outside the Association;
- Attend all High Performance meetings

### **Qualifications**

- The successful applicant will have a demonstrated and proven record of coaching at the junior and senior levels.
- Extensive experience in and knowledge of competition of Road Racing and/or Cross Country Mountain Biking racing
- NCCP Level 3 Cycling certification (or equivalent) is required: if this requirement is not satisfied at the time of application, the applicant will prepare a written plan for completion of certification requirements within one year.

### **General Competencies/Skills**

- Strong communications and team building skills are essential and a demonstrated ability to work in a team environment, as well as independently, is critical.
- A proven self-starter with excellent time management and organizational skills.
- Competencies in computer and electronic communications (email) are essential.
- An aptitude to educate, train and mentor will be considered an asset.
- Previous sport administration skills and are also an asset.

Due to the varied nature of the job description, extensive work will be required in the field and the success of this position will be evaluated, in part, by the national prominence and emergence of the Sask provincial/games team athletes and the increase in the number and activity level of coaches at all levels.

### **Other Details**

- Hours: Approximately 40 hours/week, various days and hours; availability to work weekends & evenings is required with the need to travel at the provincial, and national level.
- Police Check: The successful applicant will be required to submit a criminal records check.
- Class 5 Driver's license and a reliable vehicle are required.
- Salary: Commensurate with qualifications, skills, experience.
- Reports to: Executive Director.