



Position: Excellence Coach

Employer: Nova Scotia Snowboard

APPENDIX A

PART 1 – Description of duties

The Excellence Coach job description shall govern your duties and responsibilities. The job description may be amended by the Nova Scotia Snowboard board of directors in accordance with the strategic direction of Nova Scotia Snowboard.

It is understood that the hours of work involved will vary and be irregular. Significant flexibility is required to meet the objectives of your employment. The Excellence Coach is permitted to work from home but has access to office space at the NS Snowboard office and the Canada Sport Centre Atlantic. Considerable travel is required throughout the year, including Provincial, Domestic, and International travel.

Qualifications:

- Comp Intro Advanced Certified or ability to achieve within two years of hiring.
- Minimum 2-3 years coaching experience.
- Educational background in Kinesiology, Physiology, Coaching, or other relevant degree recommended but not required.
- Advanced Coaching Diploma preferred.

General Duties:

NS Snowboard's objectives for the 2019-2023 funding cycle revolve around the development of a snowboard athlete talent pool with the Excellence Coach designing and implementing effective snowboard programs throughout the Province of Nova Scotia. These programs will develop current high performance NSSBD athletes through three key stages of their Long-Term Athlete Development (Training to Train, Learning to Compete and Training to Compete). The Excellence Coach will identify and develop talented new athletes and coaches to enhance the delivery of existing programs and events. The Excellence Coach will continue to be responsible for the implementation of snowboard programs that meet the Canada Snowboard Long-Term Athlete Development (LTAD) strategy and facilitating the development of para-athletes within the performance pathway. Additional responsibilities of this position include developing and mentoring of new and existing coaches to attain NCCP certification levels. The Excellence Coach will act as Provincial Head Coach for events such as the 2023 Canada Winter Games and other annual national level events.

Responsibilities:

The responsibilities of The Excellence Coach are divided into five (5) key categories:

1. Train and develop athletes in the High Performance Team (Training to Compete/Training to Win) and Provincial Development Team (Learning to Compete). Train and develop (Training to Train) athletes through comprehensive daily training sessions and intensive training camps. The Excellence Coach will act as Head Coach for all Provincial Team camps and events.

2. **Manage NS Snowboard – Nova Scotia Performance Pathway Initiative 2019-2023:**
 - a. The NSSBD NSPPI focuses on ages 13+ for both male and female athletes. Identifying and developing talented athletes through Canada Snowboard talent identification and development program.
 - b. Preparation of budget with respect to implementation of program.
 - c. Conduct meetings with the NS Snowboard board of directors and/or NS Snowboard NSPPI committee after each season to review amendments or changes to NSSBD policies and procedures.
 - d. Provide information to the NSSBD office as required to update NSSBD membership in relation to team, tryouts, coaching staff, schedules, progress, coaching clinics, official's clinics, and competitions.

3. Provide supervision and direction to all NSSBD representative teams:

- a. Hold coaching staff meetings on a regular basis throughout the season.
- b. Oversee coaching staff with respect to creating schedules for all ID camps, tours, selection, and training camps by no later than August 1 of each year.
- c. Provide ongoing coach development and assessment for all NS Snowboard coaches.
- d. Recruit replacement coaches to fill roles for representative teams.
- e. Promoting the Training to Compete and Training to Perform stages of the CS LTAD.

4. Facilitate coaches training and certification:

- a. Prepare and present a Provincial coaching inventory no later than August 1st each year.
- b. Develop an annual schedule for NCCP coach certification each year.
- c. Work with NCCP MLFs and LFs to deliver a minimum of one (1) NCCP coaching course per region per season.
- d. Conduct or organize NCCP practical assessments for all coaches needing this component to achieve full certification (dependent on needs assessment).
- e. Confirm on an annual basis all coaching credentials on inventoried coaches with Canada Snowboard.
- f. Work with coaches to ensure that their certification levels align with the appropriate stages of the LTAD.
- g. Provide feedback to coaches with respect to methods, courses or qualifications as requested to enhance their NCCP certification.

5. Planning, budgeting, and reporting responsibilities:

- a. Submit technical packages as required by Sport Nova Scotia and Support4Sport
- b. Develop plans for the implementation of these programs in conjunction with High Performance committee or NS Snowboard board of directors.
- 6. Coordinate with CSCA sport science staff, National Team staff, Canada Snowboard Staff, coaches, and other PSO's to deliver modern and relevant programs to the NS Snowboard community.

Excellence Coach time Allocation:

50% - NS Snowboard High Performance Program/NSPPI and NS Snowboard Provincial Team

In your role as Excellence Coach, you will host talent identification camps, working 1-on-1 with high performance athletes and coaches, run training camps, coordinate team selections, preparing athletes for major competitions, and attending provincial events. This will include developing and supervising training programs, and the delivery of these programs to competitive athletes in a positive and motivating environment.

25% - Athlete Development

The identification, recruitment and retention of athletes is required to ensure that snowboard programs at all stages of athlete development are effective. This includes the development of a clear training philosophy to be used by athletes of all skill levels. You will deal directly with athlete, parent and coach concerns while ensuring that snowboard is a positive experience for all NS Snowboard members. You will ensure athlete participation at various local events and encourage developing athletes to strive for excellence whether that involves becoming a high-performance athlete or striving for a personal best.

20% - Coach Development

You will work with individual coaches to assist or manage the recruitment of new coaches and work as a mentor to advance coaches assisting with the development of NS Snowboard programs. This may include working with coaches to develop individualized training and educational programs based on their coaching pathway. You will deliver National Coaching Certification Program coaching clinics as required.

5% - Planning, Budgeting and Reporting

The NS Snowboard Excellence Coach will work with the NS Snowboard board of directors to plan and develop annual budgets for training, travel, and coach education programs. In addition, the Excellence Coach will provide monthly progress reports to the board of directors and will be expected to attend NS Snowboard board meetings as required. In your role, you will work with NS Snowboard members and the snowsport community to develop a progressive snowboard culture through fun and innovative programs. You will help athletes and coaches with programs as needed for their optimal development in accordance with the Long Term Athlete Development (LTAD).

2021-2022 Time On-Snow & Off-Snow Training Requirements:

- Race Team: (10 Athletes - 3 NorAm Returning Athletes with additional new athletes):

- (1) Training Trip (Early Season) – 6-10 days
- (2) Training Trip (Early Season) – 6-10 days
- (3) Canada NorAm – 6-10 days
- (4) Canada NorAm – 6-10 days
- (5) Canada NorAm - 6-10 days
- (6) Canadian Nationals – 6-10 days
- (7) Adding in American NorAm's in future years

- Freestyle Development Team (5-10 athletes):

- (1) Training Trip/Event (Quebec/Ontario During Season) – 6-10 days

- Regular Season Training at Ski Martock – Monday, Tuesday, Thursday from 6-9pm–
Starting in January for approx. 16 total sessions

- NS Snowboard Provincial Event Series – Attend all NS Snowboard events in a coaching/mentor capacity

- CSCA Performance Training Sessions – Attend all CSCA sessions from May to December twice a week.

Excellence Coach Behavioural Competencies

Initiative	
Motivation:	Sees what needs to be done and steps up. Displays energy and enthusiasm in approaching the job. Is proactive.
Leadership:	Able to inspire and motivate teammates to achieve desired results. Able to support, provide feedback and hold each other accountable.
Interpersonal Relations	
Collaboration:	Able to cooperate with others and maintain effective working relationships; deal effectively with situations that involve attitudes, opinions, and feelings of others.
Professionalism:	Displays respect for others through conduct, courtesy, manners, alertness, appearance, dress, and hygiene.
Teamwork:	Contributes to team success by pitching in and supporting team mates outside of own job description.
Problem Solving	
Planning & Organizing:	Executes work logically. Analyzes problems clearly and determines appropriate solutions. Able to manage multiple priorities.
Decision Making:	Assesses tasks objectively, considering long and short-term implications. Makes and executes timely decisions. Works at the appropriate level.
Adaptability:	Ability to grasp, interpret and adjust to instructions, new situations, methods, and procedures.
Communication	
Expression:	Possesses verbal and written skills required to convey information and express ideas in a clear concise manner.
Listening:	Possesses skill required for taking directions and considering the views of others.
Results Orientation	
Financial Responsibility:	Contributes to growth of revenue whether by direct or indirect interaction. Manages cost and efficiencies where appropriate.
Responsiveness:	Delivers timely, high quality service and treats external and internal clients with courtesy and respect. Client satisfaction is a high priority.
Quality of Work:	Exhibits accuracy and thoroughness of work performed.
Quantity of Work/Productivity:	Completes expected volume of work; satisfies the expectations of the role.