

SCHEDULE "A"

A.0 COACH JOB DESCRIPTION

Position: Head Coach, Arctic Winter Games Stream
Reports to: Snowboard Yukon Technical Director

Summary:

This Head Coach oversees athlete development, both on-snow and on dryland, controls the season training plan, and is responsible for scheduling the coaching team for the Arctic Winter Games Training Stream and Final Roster. They will provide leadership to athletes and coaches following the Long Term Athlete Development plan (LTAD) and Coach Development Pathways.

Skills & Qualifications:

- Minimum Competition Intro Coach Trained with applicable NCCP training before the AWGs.
- Have a clear understanding of the published AWG Selection Criteria.
- Current CSCP Coaching license including criminal record check.
- Demonstrated knowledge of the LTAD program.
- A strong working knowledge of the sport of snowboarding.
- A working knowledge of the Canadian sport system.
- Proven athletic and/or coaching experience at a competitive level.
- Reasonable proficiency with standard computer systems.
- Current basic or wilderness first aid certification.
- Valid Class 5 drivers license.

Specific Accountabilities:

The Head Coach is responsible for, but not limited to the following:

Athlete Development

- Coach and support athletes at the LTAD 3 and 4+ stages.
- Coach at Comp Team and Trick Dev Trampoline.
- Supervise athletes at Strength & Conditioning and Yoga.
- Plan, oversee, and coach 2 day pre-season camp at Mt. Sima.
- Plan, oversee, and coach weekly on-snow training at Mt. Sima.

- Play a key role in the implementation of the published AWG Selection Process.
- Coach at the Arctic Winter Games.
- Record athlete attendance for on-snow training in the Google Drive.
- Receive and record registration forms, payments, and medical forms.
- Ensure athletes have proper memberships.
- Be the primary source of communication with parents and athletes regarding, schedule, competitions, programs, etc. for all AWG Stream Activities and the AWG Final Roster including communications and registration with Sport Yukon heading into the games.
- Be knowledgeable in emergency procedures at training and competition venues.

Coaching Team

- Schedule co-coaches for on-snow training and camps.
- Communicate session plans with the coaching team.
- Record coaches attendance on the Google Drive.
- Foster high level of coaching quality from the coaching team.
- Communicate with the Haed Coaches of Comp Team, Shredders and provide occasional support to those programs.

Sport Development

- Develop and maintain a positive, constructive, and inclusive relationship with athletes, other staff and coaches, Mt. Sima staff, or any other key partners or stakeholders involved with Snowboard Yukon.
- Provide guidance to SY board members, coaches, facility operators, schools, members and parents regarding programs and LTAD principles.
- Work with other staff and individual athletes as required addressing specific issues or concerns.
- Work to strengthen member knowledge of LTAD.
- Assist with development of manuals, documents, and promotional materials and outreach events.
- Work with SY board, staff, Event Coordinator, resorts, clubs and other stakeholders to ensure events are coordinated appropriately.
- Other related duties as the need arises.

Reporting

- Co-create, monitor and report on this program and camp budgets in collaboration with the Technical Director.
- Submit coaching invoices and expenses in a timely manner.
- Consistently monitor athletes performance and wellness.
- Provide written report to the board of directors at the conclusion of the on-snow season.
- Any required grant reporting in coordination with SY board.

Working Environment:

Various outdoor & weather conditions (10°C to -30°C). Be prepared for any outdoor situation. Resort & hotel situations while travelling out of territory.

SCHEDULE "B"

B.0 COACH ROLES AND RESPONSIBILITIES

B.01 Lift Tickets

Coach Lift Tickets

Head coaches pick up tickets for working coaches each morning before training. Mt. Sima will track the tickets and invoice us.

Season Passes

Head coaches will be provided with a season pass and/or lift tickets.

B.02 Reporting

Schedule

- Session Plans (on-snow)** — Thursday prior to training
- Attendance and Session Summary** — 2 days following training
- Camp Summary and Budget Report** — 1 week following camp
- Final Report** — mid March

Format

- Session Plans (on-snow)** — Google Doc
- Attendance and Session Summary** — Google Doc
- Camp Summary and Budget Report** — Excel file or Google Doc
- Final Report** — Text Doc

Meetings

- Attend Monthly SY Board Meetings** — as requested
- Weekly Check-in with the Technical Director** — in-person or online

B.03 Pay

Please submit an invoices to Snowboard Yukon. You must complete the above stated reporting and tasks in order to be eligible for each pay period's portion.

- \$1,166.67 on December 1, 2017
- \$1,166.67 on March 1, 2018
- \$1,166.66 on upon submission of final reports to the Technical Director.

B.04 Clubhouse

- Coaches will receive the door code and a key to the Snowboard Yukon room.
- Please help keep the room clean and uncluttered.
- Insure all riders clean up after themselves in the common area.
- Please clean up any reasonable messes left behind at the end of the day in the common area.

B.05 Coaching Checklist *(From the CSF Insurance Manual 2008)*

Preliminary Essential Information

- You have phone numbers and addresses of athletes and their parents
- You have identified the ski patrol location for medical and/or safety services
- You are aware of the medical conditions of each athlete (e.g. illnesses, allergies, disabilities, injuries)
- You have in your immediate possession the I.C.E. (In Case of Emergency numbers for each athlete, who to contact in an emergency situation)
- You are aware of any special procedures required in the event of an emergency for each athlete
- You have letters of permission for medical treatment

Information Athletes and Parents

- You have informed the parents and the athletes of the risks inherent in the sport in general and the specific planned activities
- You have fully and properly explained the safety procedures and instructions related to all activities
- You have checked that the athletes understand the rules, regulations, safety procedures and instructions related to all activities
- When giving explanations for an activity during a training session or during competition, you have emphasized and highlighted potential situational risks

Activity Planning

- You have planned activities which are appropriate for the age, fitness, and ability level of the athletes
- You make sure that all training sessions start with an appropriate warm-up
- You have planned activities to include a reasonable progression and challenge for the athletes
- You have planned alternate activities for athletes who cannot perform the task as planned for the larger group

Emergency Action Plan (EAP)

- You have prepared a formal, written emergency action plan
- You have briefed all coaches, assistants, athletes and other affected parties on the emergency action plan and their role(s) in it

Inspecting Equipment and Terrain

- You are fully aware of the specific safety standards related to equipment (netting, fencing, setting rules, hill difficulty)
- You have checked that each individual athlete's personal equipment (board, boots and protective equipment) are properly adjusted and in good condition and meet any discipline rules or regulations
- You have assessed the safety of the terrain itself (e.g. hill protection, snow conditions)

- You have personally examined and identified any environmental, equipment, terrain or human risk factors
- You have checked that the athletes wear their protective equipment and that it is properly adjusted and in good condition
- You have checked that each athlete is properly dressed for the expected weather conditions
- You carry or have quick access to a first aid kit or immediate first aid services at all times

Supervision Responsibilities

- You have ensured that the number of athletes involved is not so high as to compromise adequate supervision and safety
- You have looked for signs of fatigue in athletes and, if necessary, brought them into the cool down phase or stopped the activity
- You are prepared to stop the training session if you have to leave the site for any reason, or you are prepared to delegate supervisory responsibility for the activity to a competent and qualified person
- You do not leave athletes unsupervised