

Saint John Track & Field Club

Roles & Responsibilities – Summer Staff & Coaching Staff

The Saint John Track has the following paid coaching positions associated with the club.

1. Provincial High Performance Coach – This Coach is employed by Athletics New Brunswick but support by funding from the Saint John Track Club and UNB through the program they operate within the club. The club participates in the performance review of this position and also in the hiring process through its relationship with Athletics NB. – Role description is attached.
2. Summer Program Assistant & Junior Development Coach – This role is funded through summer employment grants and the employee is directly employed by ANB. Selection, supervision and performance reviews of this employee are done by the club. – Role description is attached.
3. Summer Program Assistant – Run Jump Throw Coordinator – This is a volunteer position funded by the club with the volunteer receiving an honorarium at the end of the summer for the completion of their duties. Selection, supervision and performance reviews of this employee are done by the club. – Role description is attached.

Provincial High Performance Athletics Coach – UNBSJ/UNB Head Coach Saint John, N.B.

Qualifications of the position:

The employee acknowledges that the qualifications below are the stated requirements of the position.

Education:

- University Degree / Community College Certificate
- Coaching Certification of NCCP Level 3 or Competition Development

Experience:

- 3-5 years of experience in the direct coaching of athletes of age 15 and up.
- Has filled coaching positions on provincial or national teams.
- Experience with or understanding of the Canadian Inter-University Sports system.
- Demonstrated coaching experience at the club and/or high school level
- Experience with either multi events and/or Para athletes would be valuable

Knowledge and Skill Base:

- Self-starter – Takes initiative and will do anything required to get the job done.
- People skills – Strong interpersonal and communications skills. Can attract and motivate people.
- Youthful – Has enthusiasm, energy, and the drive to build this program.
- Coach – Demonstrated technical skills with particular strength in field, distance &/or sprint events.
- Builder –Has the vision to see the opportunity in New Brunswick.
- Teacher – Proven ability to teach and mentor both athletes and coaches
- Organizer – Can develop programs and is organized in delivering them
- Conscientious - Follows through on commitments.
- Resourceful – Can find resources and supporters to help develop the program.
- Networker – Can find and use contacts that can support our development.

Overview of Key Responsibilities / Job Description

To increase the number of Canadian Sport for Life (CS4L) Train to Train and Train to Compete athletes in the sport of Athletics (Track & Field) in New Brunswick.

The coach will provide a leadership and/or support role in the PSO's efforts to:

- Increase number of NB Train to Compete athletes achieving success at the national level
- Increase number of NB Train to Train athletes achieving success at the Regional (Eastern Canada) and national level
- Increase number of NB athletes in the Train to Train and Train to Compete stages of development as demonstrated by increased number of entries in appropriate competitions

- Develop and maintain a successful UNBSJ-UNB program that is competitive regionally and nationally
- Increase alignment of athlete development pathways with the sport's specific LTAD
- Increased coach mentoring experiences

Overview of Key Roles & Relationships

Athletics NB - Coach Midget/Youth/Junior Athlete Development

- As a provincial coach there is the responsibility for the identification, monitoring and increasing the number of athletes in the target age groups. The coach would be expected to assist in the coaching and development of Midget/Youth/Junior athletes in New Brunswick who have demonstrated the potential to be medalists at the national level. The coach's function would be to act as a resource to those in charge of these athletes providing support in terms of clinics, coaching advice and other development opportunities for the coach and athlete. The coach will play a leadership role in support of the Legion Youth and Canada Games teams thus ensuring continuity each year either by being a member of the coaching staff or by being a support staff member to the program to assist the team's volunteer coaches. This role will require strong relationships with volunteer coaches and communication with the Technical Director of Athletics N.B. The coach will be expected to develop effective relationships with the Royal Canadian Legion, Province of NB, NBIAA, Jeux de l'Acadie and Athletics Canada in the desire to strengthen this program in the province.

UNBSJ / UNB – Head Coach Varsity Reds Track & Field / Cross Country

- As Head Coach of UNBSJ/UNB you are responsible for leading the development, recruiting and management of the program. This includes overseeing coaching and training for all Varsity Reds Athletes ensuring it is being delivered effectively including the planning for competition. This team is divided between the Saint John and Fredericton Campuses and as a result the coach would be expected to travel regularly to support the athletes and coaching teams in each location. This role will require the ability to work effectively with the coaching team of the Saint John Track Club, Fredericton Legion Track Club and other supporting clubs. As well the coach will be expected to maintain good communication with the Athletics Directors and staff on each campus to ensure a strong and effective university program.

Saint John Track Club – Coach/Coordinator of Midget/Youth/Junior Athletes

- As a member of the local coaching team you are responsible for ensuring that the coaching and development is effective for Midget/Youth/Junior athletes in the Fundy region who have the potential for the NB Legion Youth Team, Canada Games Team or National Junior Team. The coach's function would be to cultivate more athletes in this group and improve the medal hopes of those competing at this level already. In addition, the coach will provide mentoring to local volunteer coaches to ensure they can further develop in the sport and support the local club programs and events.

Information sharing and lines of communication

- An annual work plan is attached laying out the objectives, programs and priorities for the each year. This work plan must be consistent with the ultimate goals of the Professional Coach Employment Program, expectations of UNB Varsity Teams and the ANB Strategic Plan. It is the responsibility of

the coach to develop this plan in appropriate consultation with the Technical Director, Executive, Coaches and clubs.

- As provincial coach there is a requirement for regular information sharing between the ANB Technical Director and the Moncton based high performance coach/coordinator. There is an expectation that the staff will meet and communicate regularly to review work plans and to plan for upcoming events or programs.
- Regular reporting must be provided to ANB through the Technical Director on activities and the progress towards the ultimate goals in the work plan.
- Reports on activities will be delivered at the Athletics NB Annual & Semi Annual General Meetings.

General Annual work plan

The general work plan for this position is outlined below but may vary somewhat year to year and can be updated/amended as part of the annual performance reviews.

August: Wrap up of summer season competitions, planning (Vacation)

- Fulfill Coach role with Provincial Teams and Training Group
- Reporting:
 - Prepare Annual General Meeting report for ANB.
- YTP's of Training group and University athletes
- Planning for XC & Track training program for fall
 - Training schedules and locations
 - Training plans reviewed for assistant coaches
 - Prepare information have communications to athletes/coaches
 - Confirm other athletes from T2T, T2C groups to participate in training
 - Verify XC schedule for key meets
 - Meet with administration of UNB program
 - Coaches meetings with Volunteer university coaches – XC & Track
 - Athletics Director meetings Saint John/Fredericton
- Encourage athletes and coaches to apply for Canada Games Foundation funding

September/October: Primary Cross Country Season – General prep for University Track

- Recruiting & orientation of athletes
- Athletics NB AGM
- Cross Country training begins
 - 2-3 weekly Training sessions
 - Competitions
- General prep track training begins
 - 2-3 weekly general preparation training sessions – Some overlap with XC athletes
- Start end of year reviews for T2T/T2C track athletes (not in university) - YTP's

November: End of Cross Country – Transition to Indoor Track (Still General Prep)

- YTP's received & reviewed – comments returned to coaches/athletes
- Attend SJTC Fall Club Meeting – Coaches and volunteers – Winter Planning
- Finalize plans for indoor program
 - Competition confirmation – Dates/events/times – Athletes who should attend
 - Identify any travel meet opportunities - check Steve Leblanc, other Universities and Clubs
 - Verify times and locations practices (University athletes/ T2T/T2C/Club programs)
 - Confirm coaches to assist
 - Communications to athletes and Coaches
- General prep track training transitions to more specific preparation before Christmas
 - 3 weekly training sessions in Saint John – University & Specific T2T/T2C athletes
 - 1-2 weekly session in Fredericton - University & Specific T2T/T2C athletes
 - Summits and event clinics with Steve Leblanc – In Moncton
- Early competitions for Indoor Track Season – Used as fitness measurements of athletes.
- Summit/event clinics in Fredericton NB
- Reporting:
 - Prepare season end report for UNB on XC season – Consult coaches/managers/athletes

December/January: Primary Indoor Track Season – Transition to Specific Preparation

- Ensure training plans in place for athletes over Christmas holidays
- Early competitions for Indoor Track Season – Performance measurement/Training adjustments?
- Transition from general preparation to specific prep track training
 - 3 weekly training sessions in Saint John – University & Specific T2T/T2C athletes
 - 1-2 weekly session in Fredericton - University & Specific T2T/T2C athletes
 - Skill Development sessions with Steve Leblanc & other coaches
 - Winter training camp UNB
- Summit/event clinics in Moncton

February/March: Indoor Track - Primary Indoor Track Season - Competitive Phase

- Indoor Championship competitive season – All Athletes
- Competition prep track training
 - 3 weekly training sessions in Saint John – University & Specific T2T/T2C athletes
 - 1-2 weekly session in Fredericton - University & Specific T2T/T2C athletes
- Summits and event clinics with Steve Leblanc – In Moncton
- Encourage athletes and coaches to apply for Canada Games Foundation funding
- Reporting:
 - Prepare SAGM report for ANB.
 - Prepare season end report for UNB on Indoor season – Consult coaches/managers/athletes

April/May: Transition to Outdoor Track – General Prep Phase

- YTP's received & reviewed – Mid-year comments returned to coaches/athletes
- Attend SJTC Spring Club Meeting – Coaches and volunteers – Summer Planning
- Attend ANB Semi-Annual Meeting
- Prepare plan for outdoor schedule
 - Verify times and locations
 - Training plans reviewed for other coaches
 - Prepare information have communications to athletes/coaches
 - Confirm new athletes from T2T, T2C groups to participate in training
 - Verify Track schedule for key meets
 - Schedule clinics with Steve L
 - Arrange a RJT instructor training program
 - Coach mentoring programs
- General preparation phase and transition to specific preparation track training by mid May
 - 3 weekly training sessions in Saint John – Specific T2T/T2C athletes
 - 1-2 weekly session in Fredericton - Specific T2T/T2C athletes
 - Skill Development sessions with Steve Leblanc & other coaches
- Summits/event clinics in Northern NB or alternate location
- Early competitions for outdoor track season – Performance measurement/Training adjustment
- Identify any travel meet opportunities - check with other clubs
- Identify potential Legion athletes - Targeted recruiting of school athletes from meet results (T2T)

June/July/Early August: Outdoor Season - Specific Preparation & Competition Phases

- Transition specific preparation to competition prep
 - 3-4 weekly training sessions in Saint John – Specific T2T/T2C athletes
 - 1-2 weekly session in Fredericton - Specific T2T/T2C athletes
- Selection process for provincial teams – team development programs - Legion
- Summits/event clinics in Upper River Valley NB or alternate location

Summer Program Assistant & Junior Development Coach

This contract outlines the responsibilities of the Summer Program Assistant and Junior Development Coach. The primary goal is to support the club by providing coaching and program support during the summer season.

You will report to the organizing committee of the Saint John Track Club through the president. This contract will act as a work plan identifying responsibilities, specific projects and objectives for the competitive season. The club will continue to seek strong support and involvement by volunteer coaches and leaders but you will be specifically responsible for the following activities:

Athlete coaching and club programs

- As Junior Development Coach you are to become the leader and coach of our younger athletes ages 11 to 15. You are expected to lead them, teach them and motivate them by attending all practice sessions and leading them through workouts. You will also collaborate with volunteer event coaches to deliver training and skill development opportunities in all running and field events. The attached schedule is a sample of how the summer may work. You are expected to develop this further with the assistance of other coaches. You will be expected to attend all competitions and provide support to JD athletes including direct coaching advice
- Assist with the planning of the Run Jump Throw Programming when/where needed using the attached outline as a guide.
- Provide coaching assistance to masters group
- Assist with the organization and delivery of UNBSJ Sport camps
- Attend all competitions (You are encouraged to compete as well at these events where possible)
 - Provide support to volunteer coaches at competitions
 - Provide direct coaching advice and assistance to athletes
 - Assist with the organization and set up for meets
- Athlete Recognition & Awareness of Our sport
 - Help generate recognition and awareness of club programs and our athletes
 - Increase awareness and participation in Hershey program
 - Collaborate with volunteers in the promotion of our programs and the
- Assist Volunteers in the organizational activities such as
 - Scheduling of training locations and coaches
 - Maintaining equipment in good working order
 - Maintaining effective communications with parents
 - Help in organizing of competitive events for members and local school meets
 - Update web site or Facebook site with info as required

General Expectations: The Program Director along with the volunteers is expected to:

- Promote the sport in our region
- Where able communicate with athletes, coaches and officials in either English or French.
- Motivate performers and volunteers, and communicate effectively
- Make things FUN for participants and parents
- Be structured in their planning and make best good use of time available
- Develop an appropriate level of technical knowledge
- Be well briefed about any special needs of the participants involved i.e. levels of fitness, significant medical conditions, physical impairments or disabilities

- Abide by and promote sound ethics and club policy; child protection, fair play and equal opportunities to all members

Training: As programs are available the club will assist with providing the following training.

- Club or Sport Coach Programs
- Run Jump Throw Training
- First Aid Qualifications

TIME COMMITMENT: This position is considered a full time job for the summer of...

COMPENSATION: \$... per hour + Expenses

CONTRACT DURATION: April 21 – July 31

Run Jump Throw Program Assistant

This contract outlines the responsibilities of the Summer Program Assistant for implementing the program objectives of the Saint John Track Club. The primary goal is to support the club by providing coaching and program support during the summer season for our Run Jump Throw program.

The Summer Program Assistant will report to the organizing committee of the Saint John Track Club. This contract will act as a work plan identifying weekly responsibilities. The club will seek strong support and involvement by volunteer coaches and leaders but the Program Assistant will be specifically responsible for the following activities:

Athlete coaching and club programs

- Attend all practice sessions and collaborate with volunteer coaches to deliver quality programs
 - Deliver Run Jump Throw Programming when/where needed
 - Collaborate with volunteer coaches
- Assist Volunteers in the organizational activities such as
 - Scheduling of training locations and coaches
 - Maintaining equipment in good working order
 - Helping train & supervise any students instructors or contract employees
 - Maintaining effective communications with parents
 - Update web site info as required
 - Assist with Masters practices - Tuesday 5:30-7:00 pm
 - Assist with program during Marathon by the sea

General Expectations:

- The Program Assistance along with the volunteers are expected to:
 - Promote the sport in our region
 - Motivate performers and volunteers, and communicate effectively
 - Make things FUN for participants and parents
 - Be structured in their planning and make best good use of time available
 - Develop an appropriate level of technical knowledge
 - Be well briefed about any special needs of the participants involved i.e. levels of fitness, significant medical conditions, physical impairments or disabilities
 - Abide by and promote sound ethics and club policy; child protection, fair play and equal opportunities to all members

QUALIFICATIONS: Run Jump Throw Training

TIME COMMITMENT: This position is considered a full time job for the summer of...

COMPENSATION: **\$... per hour + Expenses**

CONTRACT DURATION: April 21 – July 31