

Proposal for Position of Red River Nordic Ski and Biathlon Club Coach Coordinator Position

Whereas:

- RRNSBC has grown in number of programs and members in recent years
- The scope and breadth of responsibilities of the board has widened given the increase in club membership as well as the opportunities for club members
- The number of certified coaches within the club has risen given board funding and coach dedication / recruitment
- Year-round programming exists for some older athletes
- Greater opportunity / responsibility with / for the Provincial High Performance Program has resulted in a wider range of club demands

Observed Need:

Due to the factors detailed above, and others, there is a need within the club for a Coach Coordinator. Such a position will better organize our resources and lighten the responsibility of volunteer board members / event volunteers.

Proposed Duties / Responsibilities of RRNSBC Coach Coordinator:

- Facilitate a post-season and pre-season meeting for club coaches to determine athlete advancement
- Organize and present to the board the suggested coach-contingency for the next season
- Coordinate and support Junior Coach program
- Participate in the recruitment of new coaches as needed
- Make coaches aware of / lead advanced training opportunities
- Assist in the planning of Club Camps (big-picture planning, not necessarily running them)
- Coordinate pre-season plans for team / level trips (who would like to take a trip where; not necessarily run / facilitate them as that is the responsibility of the organizing coach)
- Mentor coaches throughout the season
- Oversee the procurement of Child Abuse Registry Checks and Criminal Record Checks
- Monitor Club Wax supplies
- Assist with Club Wind-up (primary focus on awards)
- Attend board meetings
- Coordinate registration accountability

Remuneration for RRNSBC Coach Coordinator Position:

To present, this work has been done through volunteers (coaches and board members). It is the prevue of the board that the creation of this position will aid greatly in the development of the club as well as decrease, even if slightly, 'volunteer burn-out'.

Some months will be lighter than others but the work will indeed be spread out throughout the year. An averaged time commitment of 8 hours per month is expected, but an annual review will be conducted. RRNSBC recognizes that remuneration does not truly encompass all that is involved with such a position but that it is a stepping stone, an attempt to recognize the work that is now being done on a purely volunteer basis.

We will pay an honorarium of \$3000 per year, based on acceptable performance and Board review and approval.

Acquiring / Evaluating / Terms of Coach Coordinator

- Coach Coordinator Position will be advertised on the RRNSBC site (interviews to follow by panel of board members – 3, including two of the executive)
- Successful candidate will assume duties on January 1st, (or later) with terms running for two years, Sept. 1 to Sept. 1 to Sept. 1 *(the first term will be 1 year and 8 months due to January hire)
- Coach Coordinator will be required to report to the board on a quarterly basis of progress / activity (This allows the board to fully appreciate the duties and to evaluate the level of remuneration on a go-forward basis.)
- At any point in the two-year term, upon board determination, a formal review of performance may be done. This process is to be determined by the board and will involve directly the input of the current Coach Coordinator.