



JOB DESCRIPTION - BC Wheelchair Basketball Provincial Coach

Organization:

The BC Wheelchair Basketball Society (BCWBS) is a non-profit organization, formed in 1983 and registered with Revenue Canada as a charity since 1985. BCWBS is a dynamic organization actively committed to promoting opportunities for participation, recreation, competition, and excellence in the sport of wheelchair basketball in British Columbia.

Purpose of Position:

In collaboration with the Canadian Sport Centre Pacific, community stakeholders, and local wheelchair basketball clubs, the Provincial Coach will be responsible for the planning, implementation, coaching and evaluation of athlete, coach and official development initiatives as described below. The Provincial Coach is a key position within the Integrated Performance System in BC. The goal of this system is to develop athletes and/or teams who have a high probability of successfully representing BC in national & international competitions, including the Canada Games and Paralympic Games.

Position	<ul style="list-style-type: none">• <i>Provincial Coach</i>
Term/Details	<ul style="list-style-type: none">• This position is a one year term employment agreement with a possibility for renewal (August 16, 2012 – August 15, 2013).• Full time position based on working 37.5 hours per week.• Provincial Coach will perform a combination of community coaching and work from the BCWBS office under the supervision of the BCWBS Managing Director• Availability to work weekends and evenings is required with the need for travel at the regional, provincial, and national level• Location of Work: Vancouver, BC BCWBS office in addition to travel stated above
Remuneration	<ul style="list-style-type: none">• Hourly wage of \$19.45/hour, plus standard health benefits after a 3 month waiting period (if applicable)
Application Deadline	<ul style="list-style-type: none">• Friday, July 6th, 2012
Key Responsibility Areas	<ul style="list-style-type: none">• <u>Targeted Athlete Development:</u> Coaches 75% of targeted Level 1 & 2 athletes pursuing elite provincial competitions and / or national level competitions and provides the following supports:<ul style="list-style-type: none">• Coach will build and implement appropriate YTPs for their training group of identified targeted athletes through individualized planning and specific training and competition initiatives. Program coaching and / or planning includes but is not limited to BC-CWBL, Men's & Women's Programs, Canada Games/JR Provincial Team, High Performance..• Coach will oversee athlete planning & evaluations (physical and tactical elements) through the use of benchmarking and key performance indicators• Coach will work within the national teaching curriculum to ensure stage appropriate skill acquisition and training• Coach will assist athletes in accessing performance enhancement services and para-medical services as available through their local PacificSport Centres and as identified in BCWBS High Performance Program planning.

- High Performance System Management:
 - Develop and maintain a targeted athlete list with clearly documented criteria
 - Maintain a list of team and high performance benchmarks/results (planned & actual) for 90% of targeted athletes
 - Conducts formal evaluations of athletes 2x annually
 - Meet with the BCWBS Managing Director/Technical Coordinator and Regional Coach to: plan and then review the progress of targeted athletes a min. of 2x annually and covering a min. of 75% of targeted Level 1 & 2 athletes (benchmarks, KPI, performance enhancement services) and review High Performance Program benchmarks and KPI.
(Pre-season planning Sept.; Mid-season review Jan.; Post-season May)
 - Conduct exit interviews with 75% of Level 2 and higher athletes no longer on targeted athlete list
 - Track KPI data of athletes transitioning athlete pathway as source of data to analyze seasonal review. (KPI of athletes moving up in system)
 - Annually review and forward recommendations of High Performance Program distributed to national, provincial and regional coaches when appropriate
 - Coach reviews strategic plan high performance objectives annually
- Performance Enhancement & Para-Medical Services:
 - Performance enhancement services & para-medical / health screening plans (ie. nutritional consult/ concussion assessment/ Dr. health check/ functional assessments) completed with service reports/debriefing notes and maintained at BCWBS office.
 - Ensures 50% of Level 1 & 2 athletes have 1 functional assessment in last year
 - Ensure 90% of Level 1 & 2 athletes and 50% of Level 3 athletes receive some kind of performance enhancement service
 - Ensure performance enhancement service reports include recommendations for groups and individuals (based on trends) from service practitioners
 - Facilitates concussion education for BCWBS coaches
- Professional Development: Coach has professional development needs assessed; assists in the development of a professional development plan (PDP); and is responsible for the successful implementation and reporting of the PDP.
- Coaching Development: oversees coaching development initiatives including NCCP planning and evaluation, coach recruitment, and coach education / leadership / mentorship opportunities.
- Partnership Development: Liaise and build partnerships with key agencies such as Basketball BC, Canadian Sport Centre Pacific, Douglas College and other key community groups to further enhance success of Integrated Performance System.
- Recruitment Strategy: Assists with implementation of recruitment strategy; Support athlete and coach recruitment initiatives; liaise with BCWSA Bridging the Gap Program for the identification of potential high performance athletes and coaches.
- Regional Development: assists in the planning of regional initiatives and supports BCWBS Regional Coach and regional development plans where appropriate.
- Communication: Includes newsletter and web site contributions and communicating with members and liaising with partners. Coach keeps detailed records of training programs, IST activities, diaries, results, etc. and forwards appropriate and complete documentation to BCWBS in a timely manner. Coach meets all IPS reporting deliverables on time and fully completed.
- Special Events/Awareness: support BCWBS participation in special events such as the Schools Program, Community Demonstrations, Hoopfest, etc.

Qualifications & Experience

- Excellent communication skills – verbal and written
- Self-starter with excellent time management and organizational skills
- Able to work independently and as part of a team
- Degree, diploma in related field or equivalent 2 years' experience in Sport Management / Recreation
- Minimum 4 years coaching experience in the instruction, training and preparation of athletes, and in the pursuit of excellence in competition
- Experience in high performance program planning and knowledge of the LTAD – Long Term Athlete Development Model and Sport Delivery System
- Certified NCCP Level 3 / Comp Dev in Wheelchair Basketball - or willing to coordinate the achievement of this certification level by the Spring of 2013 / or demonstrate international equivalency.
- Knowledge in computers including Word, Excel & Access
- Knowledge and experience working in sport for athletes with a disability
- Class 4 drivers license and first aid training is an asset
- Experience in sport administration and communications

Reporting Requirements / Evaluations

- Managing Director, BC Wheelchair Basketball Society (day-to-day basis)
- Quarterly reporting to the BCWBS Managing Director; November 30, 2012; February 28, 2013; May 31, 2013, August 31, 2013)
- Annual performance review to be conducted by BC Wheelchair Basketball to include peer, athletes and self feedback
- Annually participates in IPS Sport review / evaluation process

Misc.

- All employees must be aware that as an employee/contractor of the BCWBS, he/she is an ambassador of the association to the BCWBS membership, and to the provincial and national sport community. As a role model to athletes and volunteers, BCWBS employees must represent the association in a professional and appropriate manner at all times, with reference to language, dress and decorum.
- All employees must adhere to the relevant and applicable policies of BC Wheelchair Basketball as they apply to athlete/coach evaluations, official languages, gender equity, code of conduct, eligibility, appeals, harassment, drug-free sport and dispute resolution.
- Provincial Coach must also undergo a criminal record check.

SUBMIT COVER LETTER AND RESUME TO:

Carrie Linegar, Managing Director

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Note: Only individuals chosen for an interview will be contacted