

POSITION DESCRIPTION



Position Title	Provincial Head Coach
Hours	40 per week, including weekend & evening work
Salary	Level 3 Position as per ABA Human Resources Policy

Position Purpose:

The Provincial Head Coach is responsible for three key areas: Athlete Development; Coaching Development; and the Provincial Team program.

About the Alberta Bicycle Association:

The Alberta Bicycle Association (ABA) is the provincial branch of the Canadian Cycling Association (CCA) and is responsible for facilitating an introduction to organized cycling for new riders, developing a strong competitive cycling program, protecting and advocating the rights of cyclists, and acting as the organizing body which promotes cycling in Alberta. The ABA is a not-for-profit association, relying on membership fees, fundraising, and government support for operating funds. Members of the ABA include road, track, BMX, cyclo-cross and mountain bike riders, coaches, officials, recreation and transportation advocates and educators, and other cycling enthusiasts.

Supervision Reporting Relationships:

This position's supervisor/manager	<p>The Provincial Coach reports to the President of the ABA and Executive Director.</p> <p>The Provincial Coach also liaises with other ABA staff, coaches, athletes, the ABA Racing Committee, and parents of younger athletes to provide an environment in which Alberta cyclists may reach their potential. Programs under the domain of the Provincial Coach are the responsibility of the ABA Racing Committee, a committee of elected volunteers responsible for developing, regulating, and promoting the cycling sports of road, track, mountain bike, and cyclo-cross.</p>
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Communication:

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Location:

This position may be located in either Calgary or Edmonton. The incumbent will be required to travel extensively within the province and nationally.

KEY RESPONSIBILITY AREAS

	Key Responsibility Areas
1.	ATHLETE DEVELOPMENT The development of nationally-competitive athletes in Alberta is a key desired outcome of

Key Responsibility Areas		
		<p>the Provincial Coach position. Activities in this area include:</p> <ul style="list-style-type: none"> ▪ Provide personal coaching to specified group of U23/Canada Games stream athletes ▪ Plan and coordinate development camps ▪ Create and maintain provincial athlete database ▪ Create LTAD implementation plan
2.	PROVINCIAL TEAM	<p>The Provincial Coach is responsible for the ABA Provincial Team program. The ABA annually supports teams to attend a variety of provincial and national events. The Provincial Coach will also work with the CCA to ensure opportunities are available to Alberta athletes who may be good candidates for CCA teams. Activities in this area include:</p> <ul style="list-style-type: none"> ▪ Preparation of, in collaboration with the Racing Committee, annual Provincial Team program ▪ ensure communication with athletes and coaches regarding provincial team camps, selection events, competitions, and other initiatives ▪ act as a liaison between Alberta athletes and coaches and CC ▪ provide advice to Racing Committees on athlete selection ▪ prepare project budgets, order team clothing, and recruit coaches ▪ Coordinate logistics of Provincial Team activities Work with ASPRWF regarding preparation for Canada Summer Games and Western Canada Summer Games ▪ Act as primary point of contact for all issues related to Alberta Provincial Team
3.	COACHING DEVELOPMENT	<p>The Provincial Coach is expected to have both a skill-set and experience to mentor a wide range coaches working in the Alberta. Coaching development activities include:</p> <ul style="list-style-type: none"> ▪ Encourage the professional development and training of club coaches; ▪ Provide leadership and mentorship to provincial coaches; ▪ Coordinate NCCP courses and certification, serve as Course Facilitator or Evaluator in the NCCP program; ▪ Identify and initiate professional development opportunities for Alberta coaches; ▪ Act as the point of contact for all NCCP and coaching development questions. ▪ Create and monitor LTAD implementation plan
4.	ADMINISTRATIVE MANAGEMENT	<ul style="list-style-type: none"> ▪ Maintain communication with membership, media, Alberta government, and other sport bodies as required ▪ Develop and Implement Provincial Team Policies ▪ Other administrative duties applicable to NCCP/Coaching program, Provincial Team program, and Events Management

KEY SELECTION CRITERIA

A suitable candidate for the position will be NCCP-certified Level 3 or Competition Development, or will be certified by May 2021, and have experience delivering cycling programs following the Canadian Long-Term Athlete Development model. NCCP Course Conductor status for cycling components is an asset. A post-secondary degree in Physical Education, Kinesiology, or related area is highly desirable. Candidates must be comfortable working with computers. The ideal candidate will be an effective communicator and bring a high level of energy to the position.