JOB DESCRIPTION

NATIONAL TEAM (ASSISTANT) KATA COACH

1.0 DESCRIPTION : National Team Assistant Kata Coach (AC)

1.1 ORGANIZATION: Karate Canada (KC)

1.2 TITLE: National Team Assistant Kata Coach for the 2017-2018 Competitive Season

1.3 JOB CATEGORY & NATURE OF POSITION

National Team Kata AC – Engaged on a seasonal basis (for one or several events). Events are defined as competitions, training camps or any other National Team function or activity. Hours of work to be determined by the nature of activities required to support all aspects of National Team function and mission as determined by project Head Coach (HC) and event Lead Coach (es) (LC). Renewal subject to performance review based on Key Performance Indicators, as well as on Karate Canada's needs with regards to Assistant Kata Coaches. Pending a positive evaluation of his / her work during the 2017-2018 competitive season, the National Team AC will be part of a pool of Coaches to be considered in priority for selection of kata coaches towards future National Team events occurring within the following year.

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1.4 IMMEDIATE SUPERVISOR:

National Team Kata Head Coach (HC), or if the latter is absent, the National Team LC designated for the targeted event.

ULTIMATE RESPONSIBILITY:

Executive Director

2.0 RESPONSIBILITIES AND DUTIES

2.1 GENERAL

Under the direction of the National Team Kata HC /LC and in collaboration with other designated kata ACs and / or Event Coaches, the National Team kata AC shall be responsible for: participating in all pre-event planning sessions; supervising athletes en route, during and returning from international events, direct coaching support and athlete monitoring during the target events of the season and preceding National Team kata training sessions; collaborative team leadership and mission accomplishment; collaborative team logistical support; and the collaborative evaluation (written and/or verbal) of National Team kata athletes, event results and team processes associated with the targeted events.

The AC shall work for the benefit of the entire National Team program and for all kata athletes participating in the target event. It is therefore required that the AC have a thorough understanding the overall strategic direction and initiatives of KC's HP program.

The AC will be at minimum NCCP Comp Intro trained, or hold its equivalent as recognized by KC and / or the Coaching Association of Canada, and be working toward Comp Dev and Comp HP certification.

Funding for AC travel will be funded by KC and *per diems* will be allocated as per KC policy for designated events' timelines. The AC will receive National Team apparel appropriate for the season's target events and all costs associated with coach registration and/or accreditation for these events will be funded by KC. Medical insurance for international events is also the responsibility of KC.

The AC shall comply with any and all KC codes of conduct that relate to his/her activities.

2.2 Roles and Responsibilities

1. In collaboration with the National Team Kata HC /LC, the AC will develop, implement and evaluate an event action plan and team mission for the different targeted National Team (kata) events of the season.

2. On-site, provide assistance to the National Team HC /LC and other ACs / ECs to ensure the high performance mission and goals for target events are being implemented and achieved.

3. Track and report on (written and/or verbal, as required) to the National Team Kata HC /LC all relevant athlete tracking criteria on each National Team and HP Program kata athlete under his/her direct supervision.

4. Provide assistance to the National Team Kata HC /LC and other event ACs / ECs to ensure that excellent athlete in-competition support is provided at target events. This may include but not be limited to: assisting with athletes in the warm-up area; assisting with athlete marshalling; monitoring athlete pre-competition nutrition, monitoring athlete per-event mental and physical activation levels; providing in-event technical and tactical coaching; providing technical and tactical debriefs between rounds / matches or after division completion; providing emotional support to athletes as required; facilitating the capture of video footage as required; engaging with all members of the Canadian delegation (athletes, family, friends) as required to accomplish team mission.

5. Provide assistance to the National Team Kata HC /LC and other event ACs / ECs to ensure that team leadership and supervisory duties for target events are being implemented. This may include but not be limited to: constant messaging of inspirational and motivational feedback to athletes; reviewing of individual and team goals and mission; cultivating a "champions' attitude" as collectively defined for events; instilling individual and national belief in knowledge, skills and abilities; monitoring for and addressing issues associated with safety, culture shock and environmental illness (i.e. unfamiliar surroundings, home sickness, food borne illness, altitude illness, etc.); accompanying athlete(s) on outings when required; performing evening curfew room checks if applicable; engaging with parents / family members of athletes as required; and the

reporting of infractions of the athlete code of conduct or other KC policy.

6. Provide assistance to the National Team Kata HC /LC and other event ACs / ECs to ensure that team logistical support duties for target events are being implemented. This may include but not be limited to: organizing evening team dinners; organizing meals at competition site; engaging in team accreditation process, facilitating team transportation issues; resourcing team training locations; and engaging with event accommodation staff to resolve any unforeseen issues.

7. Attend coach briefing sessions and receive all required coach accreditation and certification mandated for all target events by National Team Kata HC /LC and/or the events' governing bodies.

8. Be available to accompany and support the National Team at most if not all of the following competitive and training events of the 2017-2018 season, as invited / required and for the full duration of each event (duties to be shared with other AC and EC, as required):

    a. 2017 First Senior National Training Camp (or SNTC-1; Toronto, March 24-26*)

    b. 2017 Senior Pan American Karate Championships (Curacao, May 23-27*)

    c. 2017 Junior National Training Camp (Toronto, ON, June 9-11*)

    d. 2017 WKF Karate-1 Youth World Cup & Training Camp (Umag, Croatia, June 26-July 2*)

    e. 2017 Kata National Training Camp (Richmond, BC, August 11-13*)

    f. 2017 Cadet & Junior Pan American Karate Championships (Buenos Aires, Argentina, August 24-26*)

    g. 2017 Cadet & Junior World Karate Championships (Tenerife, Spain, October 26-29*)

    h. 2017 Austrian, German or Okinawa Open Karate-1 Championships

(to be confirmed- Fall*)

i. Training Camp at 2017 KC Summit (Toronto, October 13-15*)

j. 2018 Paris Open Karate-1 Championships (to be confirmed –Paris, France, January 2018*)

k. 2018 Dutch Open Karate-1 Championships (to be confirmed – Rotterdam, Netherlands, March 2018*)

(= Exact dates to be confirmed.)*

3. KEY PERFORMANCE INDICATORS

1. Collaborative accomplishment of defined National Team mission and goals set for event;
2. Positive feedback from National Team athletes based on athlete support, team leadership/supervisory and logistical elements defined above;
3. Positive feedback from National Team Kata HC /LC and other ACs / ECs based on athlete support, team leadership/supervisory and logistical elements defined above.

4. REQUIRED SKILLS & EXPERIENCE

- Minimum 3 years of experience in training, coaching and supporting sport teams
- Demonstrated expertise in WKF karate, including in-depth knowledge of kata (good knowledge of kumite is an asset)
- Trained in Comp Intro NCCP or higher level, or its equivalent as recognized by KC and /or the Coaching Association of Canada
- Up-to-date First Aid certification and Referee license are strong assets
- Holds a valid and current passport
- Excellent verbal and written communication skills, and ability to interact efficiently with volunteers, sport groups and organizations as well as the general public
- Bilingualism (English & French) will be considered a strong asset

- Demonstrated teamwork abilities
- Knowledge of Karate Canada's policies and High Performance plan & programs
- Mastery of basic software and information technology tools (Excel, Office, web & email, etc)
- Reliable, responsible, autonomous, and highly adaptable, with demonstrated problem solving skills
- Strong sense of organization, excellent time management skills, ability to manage various tasks simultaneously and to meet tight deadlines
- Demonstrated ability to train high-level athletes will constitute an important asset, as will experience as a high level competitor.

HONORARIUM

Any AC selected to support the National Team during the 2017-2018 competitive season will receive a per event honorarium of $500.00 per competition and $250.00 per training camp (2 days or more), at the conclusion of each of these events.

6. TO APPLY:

Application Deadline: January 31st 2017

Applicants must submit their resume via email, to Mr. Olivier Pineau, Karate Canada's Executive Director, at: olivier@karatecanada.org. Please also send a copy in cc to Ms. Gillian Benson, at: gillian.benson@karatecanada.org .

All applications will be confidential.

We thank all candidates for their interest, however; only those candidates under consideration will be contacted.