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# Assistant Coach Job Description and Qualifications

The Assistant Coach works closely with the Head coach to plan and implement a series of activities leading to a successful Games performance.

The Assistant Coach must be Developmental level certified and at least 18 years of age. Assistant coach must be a member in good standing with Ski NB and Alpine Canada

# Pre Games

* Communicate athletes schedules, costs, team commitments, etc. to players/parents
* Making arrangements for travel and accommodations when traveling
* Ensure the Selection Criteria is widely distributed and coordinate a parent information session to convey the details in partnership with the Head Coach.
* Oversee the participant registration process.
* Oversee the participant reading, understanding and signing of the Team Agreement that includes the code of conduct.
* Work with the Canada Games Transportation Coordinator to manage team travel arrangements to and from the Games.
* Coordinate team uniform sizing and distribution for both the competitive and walk-out uniforms.
* Support team media personnel through provision of information, setting up interviews, etc.
* Coordinates team participation at the Team NB Rally
* Attends Coach/Manager Seminar/Workshops
* Identify a parent to serve on the Canada Games Team NB parent’s committee
* Ensure all Team members have completed the Doping Education On-line program
* Correspond with the Mission Staff assigned to your team regarding the status, needs and progress of the team.
* Coordinate with Para-alpine manager if one is in place. Otherwise manage and integrate Para-alpine athletes into alpine program.

# At Games

* Adhere to the Team NB Code of Conduct
* Deal with issues as they arise (in partnership with the Head Coach)
* Work with Mission Liaison to coordinate team travel, athlete interviews, special awards, pin distribution, etc. and correspond with the Mission Staff assigned to your team regarding the status, needs and progress of the team.
* Ensure the team is effectively managed at their appointed venue sites.

Post Games

* Provide a written evaluation of the program

Reporting: The Assistant Coach reports to the Head Coach

Salary

The Assistant Coach will receive an annual honorarium

2022: $250

2023: $1750

(Reasonable expenses maybe be invoiced, subject to approval by Ski NB President)

**Closing date for applications – April 30, 2022**