



JOB POSTING

ATHLETE PROGRAM and SPORT DEVELOPMENT MANAGER FIELD HOCKEY BC

The position of the Athlete Program and Sport Development Manager is designed to plan and implement program delivery intent on improving the skills, fitness and knowledge base of both male and female developmental and performance athletes, as well as, support the coach and officials education pathway throughout the province of British Columbia. The Athlete Program and Sport Development Manager is responsible for the operational oversight of the Field Hockey BC Regional and Provincial 'Learn to Train', 'Train to Train', and 'Train to Compete' developmental and performance stream programs, the FHBC Academy Program, the 'Learn to Win' performance stream program, and the coach and officiating formal educational pathway. The Athlete Program and Sport Development Manager will work in partnership with the FHBC Head Provincial Coach and Performance Manager, as well as, work alongside other Society staff and board members and their respective portfolios. The Athlete Program and Sport Development Manager reports directly to the Executive Director.

Athlete Development:

- Play a leading role in the planning process, and thereafter coordinate and implement the Performance Program for male and female athletes in 3 geographic regions; the Lower Mainland, Vancouver Island and the Interior
- Plan, coordinate and implement the Regional Developmental and Performance Stream Program for Train to Compete, Train to Train, and Learn to Train male and female athletes aspiring to further their participation within the FHBC Athlete Pathway
- Plan, coordinate and implement the Team BC Provincial Program for Junior and Senior Representative teams to National Championships and/or other targeted invitational tournaments and events
- Act as the primary liaison to the North Vancouver School District (NVSD) and FHBC direct delivery personnel, for FHBC Academy Program administration, planning and delivery (planning for the 2021-22 academic year)
- Work with the Head Provincial Coach and Performance Manager, and Academy coaches to manage and coordinate the delivery of the FHBC Academy Program in partnership with NVSD staff and representatives (planning for 2021-22 academic year)
- Assist as a Communications lead in promoting athlete development programs and services in line with program delivery windows during the seasonal year
- Take an active lead in the advance planning of FHBC direct delivery athlete, coach, and officiating events.
- To liaise with the Field Hockey BC Athlete Program Director (responsible for policy oversight and strategic direction for the athlete pathway portfolio) to ensure that support for athlete development meets identified portfolio priorities

Appointment and Mentorship:

- Work with the FHBC Head Provincial Coach and Performance Manager in managing the administrative and communications support to appointed Coaches in each Athlete Program
- Oversee the contractual honoraria coach agreements for all athlete program coaches (including FHBC Academy coaches ahead of the 2021-2022 academic year as appropriate)
- Oversee the contractual honoraria team manager agreements for all athlete program managers across all FHBC athlete programs
- Oversee criminal record submissions for all athlete program coaches and supporting personnel (team managers and chaperones)
- Ensure that all athlete programs have the necessary and most appropriate managerial staff and Mentor managers in their supporting role within each appropriate program

Coach and Officials Education

- To take the lead in the planning, practical coordination, and delivery of the National Coach Certification Program (NCCP) and Provincial Coach Education (PCE) Pathway
- To complete the necessary administrative requirements in the delivery of the NCCP and PCE pathway programs and to manage the upload of both NCCP candidate information to the Coaches Association of Canada (CAC) 'Locker' database, and PCE candidate information to the FHBC internal coach database
- To take the lead in the organization and delivery of the National Umpiring Certification Program (course facilitation) and the necessary coordination of learning facilitators in each Region. To include logistical support for practical assessments for Community, Provincial and Regional levels of Certification
- To oversee the necessary record keeping and the timely management of the FHBC officiating database
- To liaise with the Field Hockey BC Coaching and Umpiring Directors (responsible for policy oversight and strategic direction for the officiating portfolio) to ensure that support for formal educational needs are duly aligned to strategic objectives

Administration:

- To take the leading role in the coordination of seasonal artificial turf and indoor facility bookings for the FHBC athlete program calendar and where needed the FHBC event calendar.
- To liaise with Municipal/facility partners to ensure that all respective administrative requirements are completed
- Compile budgetary submissions for all Athlete Programs in line with program implementation and with the Society's fiscal responsibilities
- Liaise with the Member Services and Communications coordinator concerning athlete apparel and oversee the administrative and operational requirements for both the selection of Athlete Program Apparel and the logistical needs for circulation (post-delivery)
- To manage FHBC equipment inventory and prepare recommendations for ordering equipment in accordance with program demand
- To further develop the internal tracking system for FHBC equipment use throughout the FHBC event and athlete program calendar
- Oversee an annual review of athlete program policies and procedures and put forward proposals for policy and/or procedural review
- Take the lead in the production and circulation of athlete program surveys following the culmination of each regional and provincial program block

- Compile an athlete program survey summary for both the regional and provincial athlete program cycle
- Attend Field Hockey BC Athlete Program Sub-Committee Meetings and act as administrative support as required. Attend the Field Hockey BC Annual General Meeting and submit and speak to the Annual Athlete Program Report as required.

Terms

The Athlete Program and Sport Development Manager will be based at the FHBC office in Surrey, BC (with flexibility to work from home as we navigate the COVID-19 response) and the position is offered as a full-time contract (37.5 hours per week). The initial contract will be for a period of 9 months with the option to extend for a further 12 months (pending review) and the annual salary scale for this position is \$42,000 - \$50,000.

Application

Excellent communication skills, previous experience in strategic planning and performance program implementation, an in-depth understanding of the Canadian 'Long-Term Athlete Development Model', and a passion for sport and sports development is essential for application. Field Hockey specific experience is desirable but not essential for application. Field Hockey BC will require applicants to gain appropriate criminal records clearance and the Society also requires the submission of at least two job related references. Job related references can be submitted upon application or following a successful invitation to attend interview. Only those applicants invited to attend interview will be contacted following the application deadline.

Deadline for applications: November 15, 2020

Job to commence from: December 7, 2020

Please send your resume and covering letter by the deadline date above to:

Mark Saunders
Executive Director, Field Hockey BC
101-7455 132nd Street, Surrey, BC V3W 1J8
Tel: 604.614.7660 (c) Fax: 604.873.6488 E-mail: mark@fieldhockeybc.com