



Toronto Triathlon Club Board Description of Role of Head Coach

Purpose

Set club training strategy, help establish club activity calendar, and work with Training Director, Business Manager, and Board to develop and facilitate key training / events

Term

One year, with option for one-year renewal

Reporting relationship

Reports to Training Director, President, and Board of Directors

Primary Duties

- Club Training Administration:
 - Create a comprehensive annual training program plan that will include all planned sessions, clinics and camps (to be approved by Training Director and Board)
 - Work with Training Director and Business Manager to promote and execute club training and events, including:
 - Training sessions (Swim, bike, run, transition)
 - Clinics, including sponsor / partner talks
 - Camps (e.g., Arizona, Newbie, Collingwood, Muskoka)
 - Work with Training Director and Business Manager to plan, staff, budget, and price all clinics, camps, and training sessions
 - Work with Business Manager to ensure all listed events on Wild Apricot are accurate
 - Work with Business Manager, Coaches and others to handle training / event cancellations as they occur
 - Continuously seek new training opportunities for Club members
 - Create, maintain and communicate Emergency Action Plans (“EAPs”) for all training sessions
 - Attend and report on status as monthly Board Meetings
- Coaching and Support Staff:
 - Create and manage a Coach and Group Leader development plan; meet with Coaches and Group Leaders at least once per year
 - Manage coaching staff, including:
 - Recruiting, interviewing, selecting, and onboarding coaches
 - Assisting with drafting contracts for coaches
 - Providing feedback to Training Director on coaches



- Creating overall coach development plans (approved by Training Director)
- Work with Training Director to manage the recruitment and development of Group Leaders for all required sessions
- Sponsorships/Partnerships:
 - Work with Sponsorship Director on a Sponsor/Partner list of needs for training sessions (i.e., Camps, Sessions, and Clinics)
 - Work with Business Manager and Sponsorship Director to ensure that all partnerships with an associated training component (e.g., session, camp, coaches) are properly executed

Time commitment

8-10 hours per week

Additional expectations

- Must hold National Coaching Accreditation(s) as they pertain to the sport of triathlon

Updated August 2019