



Position:

Junior National Team Kumite Head Coach

Targeted Start Date: March 15th 2021

End Date: January 14th 2022

Job Description:

Nature of the Position:

Karate Canada is the national sport governing body for the sport of karate in Canada. The Junior National Team Kumite Head Coach will exercise fairness and leadership with all National Team athletes and their personal coaches, as well as with all other National Team coaching staff. The Junior National Team Kumite Head Coach is to work under the direct supervision of the High Performance Director, and in conjunction with the office staff and High Performance Committee (HPC) to refine and execute Karate Canada's High Performance plans, leading to sustainable medal performances at targeted international events, such as International Youth League events, Junior Pan American Championships, Junior World Championships and Junior Pan American Games.

Karate Canada receives financial contributions from the federal government and other agencies, organizations and corporate sponsors, and is accountable for the disbursement and reporting of funds according to the contracted terms and conditions. Programs, activities and services are operated within the limitations established in an annual operating budget approved by the Board of Directors. Karate Canada staff is responsible to manage and administer the association's finances and to provide administrative support for all association activities within the boundaries and guidelines set by the Executive Director and / or High Performance Director.

Status:

Part Time Contractor

(some evening and weekend work will be involved)

On average 6.5 hours weekly.

Type of Position:

Contract.

Remuneration: according to experience.
honorarium -no benefits

Travel:

The Junior National Team Kumite Head Coach will be required to travel to domestic and international events upon the High Performance Director 's (and / or the Executive Director's) request.

Location:

The Junior National Team Kumite Head Coach will work from a location of their preference (virtual office).

Key Duties and Responsibilities:

Reporting and being accountable to the High Performance Director, the Junior National Team Kumite Head Coach's key responsibilities will include, but may not be limited to:

Within Karate Canada, the Junior National Team Kumite Head Coach is the lead individual developing and leading the working relationships with all other Junior National Team Kumite Coaches, Regional Training Centre Kumite Coaches and National Team athlete's club coaches with regards to the Junior Kumite program, in order to help create an effective High Performance development pathway in line with Karate Canada's Long Term Athlete Development principles and its High Performance objectives.

The Junior National Team Kumite Head Coach has the responsibility of developing, organizing, supervising and implementing the Junior National Team Kumite training and competitive programs. He / she must also oversee all other National Team permanent and event Coaches, as well as the Regional Centre Coaches, who work with / on the Junior National Team Kumite program. The Junior National Team Kumite Head Coach is the national lead and authority regarding the overall technical direction of the Junior National Team Kumite program, and must assist in promoting and ensuring alignment of the Junior National Team kumite program with the Senior National Team kumite program.

The Junior National Team Kumite Head Coach reports to the High Performance Director (HPD), or, in the absence of a High Performance Director, to the Executive Director. This Coach may train National Team athletes and / or their club coaches and / or may also serve as the head coach of a karate club while assuming the appointment as the sport's Junior National Team Kumite Head Coach, but may not act as Provincial / Territorial Team Coach or Club / Dojo Coach at Karate Canada National Championships or other domestic National Team selection events. The Junior National Team Kumite Head Coach may also

be required to serve as a Regional / Interregional Training Centre Coach. The Junior National Team Kumite Head Coach must assume various administrative, managerial and organizational responsibilities, including supervision and development of other Junior National Team Kumite Coaches and support personnel. The Junior National Team Kumite Head Coach may be called upon to assist or advise Karate Canada's High Performance Committee, and as such, may be required to attend meetings of this Committee (or of a related sub-committee / working group) and to participate in the committee's work and discussions a timely and diligent manner, as applicable.

GENERAL DUTIES

With the assistance of the High Performance Director and of the office staff, the Junior National Team Kumite Head Coach will:

- Develop, help budget and execute the Junior National Team Kumite events, Selection Criteria, training plans and calendar until December 2021 inclusively.
- Monitor and evaluate targeted Junior National Team Kumite athletes' yearly training plans in collaboration with their club coaches and Regional Centre Coaches.
- Work with the Executive Director, HP Director and HP Committee to prepare and present Karate Canada's yearly HP Reports (twice yearly), as required.
- Assist with the selection and ensure the management, mentoring, evaluation and development of other Junior National Team Kumite Coaching Staff.
- Co-lead in the strategic planning and development of all National Team and High Performance programs, including the Athlete Assistance Program, as well as talent identification and development programs and initiatives.

The Junior National Team Kumite Head Coach will have a minimum NCCP Comp-Dev full training and certification or its equivalent as recognized by KC and the Coaching Association of Canada, and will ensure to maintain this minimum level of NCCP certification through continued participation in CAC-approved Professional Development activities. The Junior National Team Kumite Head Coach is also expected to comply with and undertake any approved professional development plan or activity as prescribed by KC (dependent on budget).

The Junior National Team Kumite Head Coach shall comply with any and all aspects of the KC Code of Conduct that relate to his / her activities.

SPECIFIC DUTIES:

Coaching

- Prepare and/or evaluate individual annual plans of targeted Junior National Team Kumite athletes.
- Devise and execute general Junior National Team Kumite competition & preparation plans.
- Develop, together with the HPC, a coaching plan to support all Junior National Team athletes towards successful development and attaining international podium performances.
- Oversee and lead in the coaching, monitoring and evaluation of Junior National Team Kumite athletes.
- Plan, prepare and run training camps as required to attain objectives, including the Junior National Training Camp (JNTC, for Junior kumite athletes).
- Provide opportunities for involvement of club coaches in the preparation of (targeted) Junior Kumite National Team athletes and for the development of such club coaches.
- Act as Lead Coach or designate and oversee the Lead Coach for Junior Kumite for all team members at all Karate Canada designated Junior National Team events (Junior Pan American Games, Cadet, Junior & U21 Pan American Championships, targeted Open events, etc.), which includes supervision of and delegation to Assistant National Team Coaches as required.
- Develop and manage Junior National Team Kumite athlete selection, in consultation with the HP Committee and staff.
- Together with the HP Director (or, in the absence of a HP Director, with the Executive Director), develop, plan and help manage the budget for Integrated Support Team (IST) services for the Junior National Team Kumite program.
- Act as a Regional or Inter- Regional Training Centre Junior Kumite Lead Coach as required / applicable.
- Devise and implement strategies for optimal engagement, development and preparation of Junior National Team kumite athletes towards key

international competitions, in the context of the COVID-19 pandemic and attached restrictions.

Planning and Performance

- Provide input and guidance to the Executive Director, HP Director and HP Committee for the development of Junior National Team Kumite programs and other National Team programs as required.
- Together with the HP Director (or, in the absence of a HP Director, with the Executive Director), monitor performance measures and targets for the Junior National Team kumite program.
- Implement the Long Term Athlete Development (LTAD) recommendations related to Junior National Team kumite programs and relevant high-performance area.
- Co-lead in the development and implementation of National Team policies and agreements, together with the HP Director and the HP Committee (or, in the absence of a HP Director, with the assistance of the Executive Director).
- Help Karate Canada in performing a gap analysis comparing Junior Canadian Kumite athletes and top international performers and provide strategies to alleviate the identified gaps.
- Assist the HP Committee, the Executive Director and the HP Director (if applicable) in the evaluation of Junior National Team Kumite programs against the Strategic and Operational Plans, and in the implementation of adaptations to these programs brought on through results of this gap analysis.
- Set key performance targets and benchmarks, along with the HP Committee.
- Provide the HP Committee with relevant information for the establishment and / or review of Karate Canada's Junior Kumite performance goals (short, medium and long term).
- As required, assist the Executive Director and the HP Committee in the development of the High Performance component of the quadrennial Strategic Plan.
- Establish key training variables and thresholds (i.e. volume, intensity) for targeted athletes involved in the Junior Kumite National Team Kumite program.
- Define training and competition benchmarks and milestones for targeted Junior National Team Kumite athletes.

- Work with the HP Director and other Head Coaches with the design, refinement and execution of talent identification, recruitment and development strategies (including a Rising Stars / Next Gen / Junior Development program), so as to increase the size of the pool of podium potential athletes, target most promising athletes and offer them optimal development opportunities and support.
- Develop major competition preparation plans to ensure readiness of Junior National Team Kumite athletes and support staff for major international events.
- Jointly with the HP Director (or, in the absence of a HP Director, with the Executive Director), develop process and provide leadership for the selection of other Junior National Team Coaches and staff in charge of Kumite.
- Support the Executive Director and HP Director with the development and management of a budget for the area of High Performance (HP) and excellence specific to the National Team programs (camps, competitions, Regional Training Centres, Assistant Coach salaries, etc).
- Coordinate and manage all aspects of National, International, Inter-regional and Regional Training Camps pertaining to Junior Kumite, in conjunction with the HP Director (if applicable) and other staff; this includes travel, living arrangements and camp scheduling.
- Assist the HP Director (and Executive Director, as required) in performing rigorous risk assessments to determine the optimal calendar and schedule of events for all Junior National Team kumite athletes and coaches, and recommend necessary adjustments as required and permitted.

Communication and Guidance

- With the assistance of the Administrative Assistant / Logistics Coordinator, provide answers to questions from and offer guidance to all HP staff, National Team athletes and their club coaches as required, with regards to the Junior Kumite program.
- With the assistance of the Administrative Assistant / Logistics Coordinator, transmit information to all HP staff, Junior National Team Roster athletes (and parents) and their club coaches, with respect to kumite training camps, National Team projects, international events, etc in a timely, precise and clear manner.
- Work closely with the HP Director (or, in the absence of a HP Director, with the Executive Director and Administrative Assistant / Logistics Coordinator) in developing and sustaining close relations with club coaches working with targeted Junior National Team Kumite athletes from across the

country.

- Provide plans and reports to the Executive Director, to the Board of Directors and/or to various funding partners when / as required. Work with the HP Director / Committee to develop and / or refine reporting templates for coaches.
- Help the HP Director (or, in the absence of a HP Director, with the Executive Director) in promoting alignment of provincial and national HP programs, and ensuring liaison / sustained communication with Provincial / Territorial Coaches and HP Committees / staff as required.
- Help the HP Director (or, in the absence of a HP Director, the Executive Director and /or Administrative Assistant / Logistics Coordinator), where required, in establishing strong relationships with various Canadian Sport Institutes and Centres.

Monitoring and Evaluation

- Together with the HP Director (or, in the absence of a HP Director, the Administrative Assistant / Logistics Coordinator), collect, monitor and evaluate data for building of a comprehensive competition database.
- With the help of Assistant Coaches, record, analyze and evaluate all performances of our Junior Team kumite athletes in competitions (as capacity permits).
- Together with the HP Committee, monitor performance measures and targets for the Junior National Team Kumite program, and periodically evaluate program goals and objectives.
- Assist the Administrative Assistant / Logistics Coordinator in ensuring timely update and tracking of Junior National Team kumite athletes' cumulative ranking points and status.
- Assist the HP Director in providing yearly National Team / HP reports to Karate Canada's stakeholders.
- Assist the HP Director (or, in the absence of a HP Director, the Administrative Assistant / Logistics Coordinator), in the development, monitoring and up-keep of a Junior National Team kumite athlete, coaching and IST staff database.
- Lead and ensure delivery of post-competition / season debriefs.
- Lead appraisal, monitoring, evaluations and debriefs of Junior Kumite coach & technical staff performance, including the performance indicators outlined in their various job descriptions. This may include providing them with tangible recommendations for improvement.

- In conjunction with the HP Director (or, in the absence of a HP Director, with the Executive Director), plan, manage and implement educational opportunities for members of the Junior Kumite National Team Coaching Staff.

Liaisons

The Junior National Team Kumite Head Coach may be required to liaise with (but not limited to):

- KC Staff
- High Performance Committee
- Assistant National Team Coaches
- Development Coaches and National Team Trainers (Club Coaches of National Team athletes)
- Regional Training Centre Coaches
- Junior Kumite National Team Roster Members
- Integrated Support Team personnel and experts
- HP Leaders of Member Provincial / Territorial Associations
- Canadian Olympic Committee
- Other National Karate Federations
- CCES (Canadian Centre for Ethics in Sport)...

Core Attributes

- Develops team unity by being a positive role model and provides positive leadership for Junior Kumite athletes / staff / coaches;
- Willingness to share knowledge and experiences with all Junior National Team Roster Kumite athletes and their club coaches;
- Commits the necessary time, effort and sacrifice needed to support Junior Kumite HP athlete development;
- Fosters a climate of mutual respect and cooperation amongst Junior National Team Kumite Coaches, support staff, Junior National Team Roster and development kumite athletes and their club coaches.

Degrees of supervision

The Junior National Team Kumite Head Coach will consult regularly with and report to the HP Director (or, in the absence of the HP Director, with and to the Executive Director) in all technical and programming activities.

Decision-making authority

The Junior National Team Kumite Head Coach will be responsible and will have decision-making authority for Junior Kumite coaching-related matters within the High Performance Program, in accordance with approved budgets and policies. Beyond these limits, he / she is required to have decisions approved by the HP Director (or, in the absence of a HP Director, by the Executive Director). Responsibilities can be amended as deemed necessary by the HP Director (or Executive Director).

Performance Review

The Junior National Team Kumite Head Coach will be expected to accomplish specific end results, the satisfactory fulfillment of job responsibilities, and attainment of required levels of ability in key competency areas. These three (3) components will form the basis of a performance review conducted by the High Performance Director and the Executive Director.

Qualifications

- Minimum 3 years of experience in training, coaching and supporting sport teams
- Minimum of two years' experience coordinating and supervising programs for an organization
- Demonstrated expertise in WKF karate, including in-depth knowledge of kumite
- NCCP Karate Comp Dev certified or higher level, or its equivalent as recognized by KC and/or the Coaching Association of Canada
- Knowledge of the Canadian Sport System and of Karate Canada's policies, High Performance plan and programs, including the LTAD
- Post-secondary education in kinesiology, leisure, management, or other sport-related field, or combination of experiences with some in a Canadian National Sport Organisation will be considered strong assets.
- Close attention to detail and accuracy, with ability to follow through

- Highly developed verbal and written communication skills - ability to interact effectively with general public, volunteers, sport groups and organizations
- Bilingualism (English & French) will be considered a strong asset
- Mastery of basic software and information technology tools (Excel, Office, web & email, etc)
- Reliable, responsible, and autonomous
- Ability to work independently and proactively with minimal supervision and as part of a team
- Superior organizational and time management skills with a strong ability to multi-task effectively and work under time constraints and deadlines
- Highly adaptable, with strong leadership skills as well as consultative, facilitation, problem-solving and decision-making skills
- Ability to travel
- Flexible schedule (ability to commit to attending certain events)
- Demonstrated ability to train high-level athletes will constitute an important asset, as will past experience as a high level competitor.

Applicants:

Qualified applicants are invited to submit their applications and resume in confidence, **no later than February 21st 2021**, to:

Kraig Devlin, High Performance Director
Kraig.devlin@karatecanada.org

Please also cc:

Olivier Pineau, Executive Director
Olivier@karatecanada.org

We thank all the applicants for their interest. Please note that only those candidates selected for an interview will be contacted.

Karate Canada is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for contract without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

This position is made possible with the financial support from the Government of Canada.