



**Position:**

National Team Kata Head Coach

**Targeted Start Date:** March 15<sup>th</sup> 2021

**End Date:** January 14<sup>th</sup> 2022

**Job Description:**

**Nature of the Position:**

Karate Canada is the national sport governing body for the sport of karate in Canada. National Team Kata 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 National Team Kata 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 Karate-1 Opens, Senior Pan American Championships, Senior World Championships and 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 8 hours weekly.

**Type of Position:**

Contract.

**Remuneration:** according to experience.  
honorarium -no benefits

**Travel:**

The National Team Kata 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 National Team Kata 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 National Team Kata Head Coach's key responsibilities will include, but may not be limited to:

Within Karate Canada, the National Team Kata Head Coach is the lead individual developing and leading the working relationships with all other National Team Kata Coaches, Regional Training Centre Kata Coaches and National Team athlete's club coaches with regards to the (non-Olympic) National Team Kata 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 National Team Kata Head Coach has the responsibility of developing, organizing, supervising and implementing the (non-Olympic) National Team Kata 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 (non-Olympic) National Team Kata program. The National Team Kata Head Coach is the national lead and authority regarding the overall technical direction of the (non-Olympic) National Team Kata program, and must and must promote and ensure alignment of the Junior National Team kata program with the Senior National Team kata program. He / she must also liaise with the Tokyo 2020 Olympic Program Kata Head Coach in order to harmonize and ensure alignment of their respective programs, where applicable and where it may involve the same athletes, support staff and / or events.

The National Team Kata 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 National Team Kata 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 National Team Kata Head Coach may also be required to serve as a Regional / Interregional Training Centre Coach. The National Team Kata Head Coach must assume various administrative, managerial and organizational responsibilities, including supervision and development of other National Team Kata Coaches and support personnel. The National Team Kata 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 Committee and of the office staff, the National Team Kata Head Coach will:

- Develop, help budget and execute the (non-Olympic) National Team Kata events, Selection Criteria, training plans and calendar until December 2021 inclusively.
- Monitor and evaluate targeted National Team Kata athletes' yearly training plans in collaboration with their club coaches and Regional Centre Coaches (and Tokyo 2020 Olympic Program Head Coach, as applicable).
- 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 National Team Kata 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 National Team Kata 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 National Team Kata 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 National Team Kata 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 Senior National Team and Carded Kata athletes.
- Devise and execute general (& non-Olympic) National Team Kata competition & preparation plans.
- Evaluate and monitor the execution of Carded athlete's annual plans to attainment of individual goals.
- Develop, together with the HPC, a coaching plan to support all National Team and Carded Kata athletes towards attaining international podium performances.
- Oversee and lead in the coaching, monitoring and evaluation of National Team Kata athletes (outside the Olympic program).
- Plan, prepare and run training camps as required to attain objectives, including the First Senior National Training Camp (SNTC-1, for Senior kata athletes), Junior National Training Camp (JNTC, for Junior kata athletes) and Kata National Training Camp (KNTC).
- Provide opportunities for involvement of club coaches in the preparation of (targeted) Kata National Team athletes and for the development of such club coaches.
- Act as Lead Coach or designate and oversee the Lead Coach for Kata for all team members at all Karate Canada designated (non-Olympic) National Team events (World Championships, Pan American Games, Pan American Championships, targeted Open events, etc.), which includes supervision of and delegation to Assistant National Team Coaches as required.
- Develop and manage (non-Olympic) National Team Kata 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 (non-Olympic) National Team Kata program.

- Act as a Regional or Inter- Regional Training Centre Kata Lead Coach as required / applicable.
- Devise and implement strategies for optimal engagement and preparation of National Team Kata 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 (non-Olympic) National Team Kata programs and other National Team programs.
- Together with the HP Director (or, in the absence of a HP Director, with the Executive Director), monitor performance measures and targets for the (non-Olympic) National Team Kata program.
- Implement the Long Term Athlete Development (LTAD) recommendations related to (non-Olympic) National Team Kata 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 thorough gap analysis comparing Senior Canadian Kata 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 (non-Olympic) National Team Kata 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 (non-Olympic) Kata 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 (non-Olympic) Kata National Team programs.

- Define (non-Olympic) training and competition benchmarks and milestones for targeted National Team Kata athletes.
- Assist the HP Committee and other Head Coaches with the design, refinement and execution of talent identification, recruitment and development strategies (including the 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 (non-Olympic) National Team Kata athletes and support staff for major international events.
- Oversee, with the assistance of the HP Director (or, in the absence of a HP Director, with office staff), the management of the Athlete Assistance Program (AAP) logistics pertaining to Senior Kata program athletes.
- Provide guidance to and assist the HP Committee with the development of the AAP Carding Criteria.
- 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 National Team Coaches and staff in charge of (non-Olympic) Senior Kata.
- 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 (non-Olympic) Kata, in conjunction with the HP Director (if applicable) and other staff; this includes travel, living arrangements, camp scheduling...
- Assist the HP Director (and Executive Director, as required) in performing rigorous risk assessments to determine the optimal calendar and schedule of (non-Olympic program) events for all National Team Kata 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,

targeted National Team and Carded athletes and their club coaches as required, with regards to the (non-Olympic) Kata program.

- With the assistance of the Administrative Assistant / Logistics Coordinator, transmit information to all HP staff, National Team Roster and Carded athletes (and parents) and their club coaches, with respect to kata 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 National Team Kata athletes from across the country (primarily Carded athletes and targeted Senior Team Roster members).
- 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 Kata athletes in (non-Olympic) team competitions (as capacity permits).
- Together with the HP Committee, monitor performance measures and targets for the (non-Olympic) Kata National Team program, and periodically evaluate program goals and objectives.
- Prepare status reports and evaluations of all Carded Kata athletes.
- Assist the Administrative Assistant / Logistics Coordinator in ensuring timely update and tracking of National Team Kata 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 National Team Kata athlete, coaching and IST staff database.
- Lead and ensure delivery of post-competition / season debriefs.
- Lead appraisal, monitoring, evaluations and debriefs of (non-Olympic) Kata 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 (non-Olympic) Kata National Team Coaching Staff.

## **Liaisons**

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

- KC Staff
- High Performance Committee
- Tokyo 2020 Olympic Program Head Coaches and Assistant National Team Coaches
- Development Coaches and National Team Trainers (Club Coaches of National Team athletes)
- Regional Training Centre Coaches
- Kata National Team Roster Members
- Integrated Support Team personnel and experts
- HP Leaders of Member Provincial / Territorial Associations
- Canadian Olympic Committee
- Sport Canada (AAP Program)
- 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 Kata athletes / staff / coaches;
- Willingness to share knowledge and experiences with all National Team Roster Kata athletes and their club coaches;
- Commits the necessary time, effort and sacrifice needed to support Kata HP athlete development;
- Fosters a climate of mutual respect and cooperation amongst National Team Kata Coaches (including the Tokyo 2020 Olympic Program Kata Head Coach), support staff, National Team Roster and development Kata athletes and their club coaches.

## **Degrees of supervision**

The National Team Kata 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 National Team Kata Head Coach will be responsible and will have decision-making authority for Kata coaching-related matters within the High Performance Program (outside the preparation and support of athletes targeted for potential qualification towards and performance in the Tokyo 2020(2021) Summer Olympic Games), 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 National Team Kata 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 kata
- 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 21<sup>st</sup> 2021**, to:

Kraig Devlin, High Performance Director  
[Kraig.devlin@karatecanada.org](mailto:Kraig.devlin@karatecanada.org)

Please also cc:

Olivier Pineau, Executive Director  
[Olivier@karatecanada.org](mailto: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.

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