

**PROVINCIAL COACH & ATHLETE DEVELOPMENT PROGRAM
EXPRESSION OF INTEREST – SUPPORT STAFF
2021 – 2022 TEAM TRIPS**

CCSAM is accepting applications from qualified individuals for the following team support staff positions:

Coaches
Managers
Apprentice Coaches, Managers, Wax Technicians

Assistant Coaches
Wax Technicians

For the following Provincial Development Program team trips:

2021 Early Snow Camp

Application deadline: ~~October 1st, 2021~~
~~Sovereign Lake, Vernon, BC~~
~~November 25 – December 6, 2021~~
~~3 support staff for up to 10 athletes~~

Ontario Cup

Lappe Nordic, Thunder Bay, ON
January 27 – 31, 2022
Up to 5 support staff for up to 15 athletes

Nordic World Junior/U23 Trials

Canmore, AB
January 4 – 12, 2022
Up to 3 support staff for up to 8 athletes

2022 National Championships

Sovereign Lake, Vernon, BC
March 18 – 28, 2022
Up to 4 support staff for up to 12 athletes

CCSAM will pay each staff person an honorarium, a per diem and will cover all travel, accommodations and race related expenses.

APPLICATION DEADLINE: DECEMBER 21, 2021

Lead Coaches Qualifications:

- Competition Coach Introduction – Learn to Train (or previous Level 2) certified. T2T coaches *in training* preferred.
- Prior experience as a lead coach to young athletes.
- Prior experience at a major (National level) cross country ski event preferred.

Lead Coaches Roles:

- Plans the trip (in cooperation with Manager & CCSAM Executive Director) including email communication with team and support staff regarding schedule and what to bring.
- Clarifies roles with other support team members before and during the trip.
- Attends team captain meetings at race venue and lead team meetings.
- May pre ski course with athletes.
- Assign duties as appropriate to support team on race days.
- Support athletes as needed before, during and after races.
- Help to chaperone and transport athletes as needed.
- Reinforce athlete conduct as required. Ensure radios are charged and packed for the trip.
- Collect and re-charge radios as needed to prep for each race day.
- Communicate with parents as needed.
- The Lead coach will discuss strengths and comfort areas of support team members and can designate duties to other support team members as appropriate.
- The support team is a collaborative effort. Support team members may at times put trip expenses on personal credit cards, to be reimbursed later by CCSAM (i.e. fuel, groceries).

Assistant Coaches Qualifications:

- Minimum Community Coach (or previous Level 1) certified. L2T coaches *in training* preferred.

- Prior experience assisting with the management & coaching of young athletes in a “team trip/away from home” setting.
- Roles: Assist lead coach with duties as assigned.

Apprentice Coaches, Managers, Wax Techs

- Apprentice Coaches: Minimum Community Coach (or previous Level 1) certified.
- Apprentice Wax Techs: NCCP “The Locker” online Waxing Clinic
- Roles: Attend event to learn roles of lead and assistant coaches, and other support team members through shadowing and active participation. May be assigned duties as appropriate.

Managers

- Prior experience managing or assisting with the management of young athletes in a “team trip/away from home” setting.

Manager Roles:

- Coordinates trip plans with Lead Coach & CCSAM Executive Director.
- Plan, shop and supervise prep of all meals.
- Help to arrange team transportation as needed to and from the race venue.
- Chaperone athletes as required.
- Reinforce athlete conduct as required.
- Collaborate and communicate with support team re: athlete needs.
- Communicate with parents as needed.
- Collect athlete documents and medical information.
- Act as the point person for travel / van rental / accommodation arrangements while on the trip.
- Provide race support as needed, including start / finish line, or on course.

Wax Technicians

- Prior experience with ski preparation and waxing in a ski competition environment.
- Prior experience managing or assisting with the management of young athletes in a “team trip/away from home” setting.

Wax Technician Roles:

- Monitor inventory of PDP wax supplies
- Prepare wax equipment for travel (or designate as needed).
- Set up and organize wax room at venue.
- Prepare a wax room schedule as appropriate, based on race times.
- Identify equipment needs post event.
- Test wax and prep skis as required at venue.
- Contribute to other support team functions as needed.

ALL STAFF

- Valid Driver’s License and safe driver record.
- Knowledge of the CCSAM Provincial Development Program and Policies.
- Knowledge of the NC/FIS Rules and Regulations.
- Criminal Record and Child Abuse Registry clearance*.
- Respect in Sport for Activity Leaders certification.
- Personal references upon request.

All interested individual should complete the attached application form and submit to CCSAM: info@ccsam.ca

* Criminal Record & Child Abuse Registry checks must be done every 3 years