

Sample Alpine Club Head Coach – Job Description Responsibilities and Tasks

Introduction

This following Job Task list is intended to act as a starting point for the development of a Job Description for Club Head Coaches. It is not necessarily an all-inclusive list. Coaches and administrators will customize each job description to account for the local or regional situation.

It is important to note that club Head Coaches generally are accountable to a Club Board of Directors through the Club Alpine Chair or another board member responsible for on snow club programs (depending on the size and scope of the club program). Head Coaches are generally invited to Board or Executive Committee meeting but are not board members. The Board set general direction and policy and the staff (coaches) execute and implement. This is generally the norm for non-profit clubs offering sport programming.

The club Head Coach's primary focus is to design safe programs that focus on participants. The job can be expanded to include related off-season activities.

Job Tasks

Physical Training and Preparation Program

- plan and design dryland training program (incl. goal setting)
- conduct fitness testing/evaluation/interpretation of results
- book dryland training facilities
- run training sessions
- maintain dryland training records
- manage dryland training injuries and return to activity

On Snow Training and Preparation Program

- plan and design athlete/club on snow training program
- maintain mountain/ski area relations
- coordinate team/club training groups
- organize training camp(s)
- run on hill coaching and training sessions
- organize and conduct hill and course preparation
- conduct (detect/correct) athlete video analysis
- meet athletes, coaches, parents - program nights/explanations
- oversee and ensure on hill safety measures
- maintain training records
- manage injury situations and return to activity

Competition Program

- be knowledgeable about appropriate local, national or international rules and regulations that govern alpine ski racing
- establish athlete/team selection criteria
- manage athlete and team selections
- administer athlete race quotas
- manage race entry procedures

- drive to race/training venues
- supervise ski preparation sessions
- attend team captain/race meetings
- conduct athlete/team race info. meetings
- manage/book training-warm-up space
- setting race courses for the race organizing committee
- manage athlete goal setting/evaluation procedures
- manage athlete program throughout year (race selection)
- maintain athlete competition and results profiles
- supervise athletes off the hill where necessary

Equipment

- maintain inventory records of all related program equipment (drills, gates, spare parts, bits, radios, tool kits, wax, etc.)
- purchase new club/program equipment
- manage club/program equipment loans to other clubs/race organizers
- repair existing club/program equipment where possible
- maintain team/club vehicle in good working order
- manage and acquire necessary soft goods for team/athletes (team uniforms, clothing, protective gear)
- manage and acquire necessary hard goods for athletes (skis, boots, bindings, poles, helmets, goggles)

Administration

- develop necessary forms for administration of program
- create athlete/program calendar of events
- administer athlete contract/code of conduct agreements
- write reports to club executive
- manage/create athlete/parent info. packages
- manage club/athlete awards
- provide race result updates to media
- manage personal, club expenses
- prepare annual program budget
- attend necessary meetings

Staffing

- write coach/support staff job descriptions
- hire coaching/support staff
- set and communicate staff performance objectives
- conduct coaching staff performance reviews periodically

General Communications

- maintain regular communication with key individuals and groups:
 - club committees
 - other club/division/national coaches
 - club athletes
 - zone/division administration personnel
 - equipment and supplier representatives
 - race organizing committees

General Fund-Raising Activities

- design promotional brochures
- provide “value added” items to the club/team sponsors
- recruit new participants into the programs

Professional Development

- review technical videos and publications
- conduct on snow PD sessions for coaching staff
- organize CSCF certification course/seminar at home area when appropriate
- attend professional development courses/seminars to upgrade or update personal skills
 - CSCF - NCCP courses/update events
 - other coach education opportunities
 - ski improvement sessions
 - post secondary courses