



CANADIAN CYCLING ASSOCIATION

JOB DESCRIPTION

Track Program Coordinator

A. General Description

The Track Program Coordinator is responsible for assisting the delivery of both the Track high performance program and the Track domestic development program including oversight of National Track Championships and UCI/National Track events in Canada. The Program Coordinator will partner with the National Track Coach to support the high performance objectives and delivery of the approved quadrennial plan and annual high performance plan as defined by the Chief Technical Officer. The Program Coordinator will support the Director Development to ensure the successful implementation of the domestic development programs and activities in Track cycling. This position is based at the national office in Ottawa, Ontario.

B. Organizational Scope

The Canadian Cycling Association (CCA) is the recognized authority by the UCI (Union Cycliste International) on all aspects of cycling in Canada, including BMX, Cyclocross, Mountain Bike, Para-Cycling, Road and Track. All staff is employed by the CCA to facilitate achievement of its long term vision and planned annual targets. All personnel are required to operate within the policies and procedures as established by the association's volunteer Board of Directors and are expected to act consistently with the association's values.

The CCA 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. CCA staff is responsible to manage and administer the association's finances and provide administrative support for all association activity.

The Track Program Coordinator, in consultation with the Chief Technical Officer or Director Development, has sufficient authority to take measures that are necessary in the daily operation of the Track program within the bounds of approved policy and the annual operating budget for that program. Beyond these limits the Track Program Coordinator is required to have decisions approved by the Chief Technical Officer or Director Development.

C. Reporting Structure

The Track Program Coordinator reports to the Chief Technical Officer on matters related to the National Teams and high performance program delivery and to the Director Development on domestic development matters including the National Championships.

D. Specific Responsibilities

National Teams

1. In collaboration with National Coach coordinate the planning and execution of all logistical arrangements (staffing, travel, accommodation, equipment, entries, etc...) for CCA supported Track program training camps and international competitions for athletes, coaches and Integrated Support Team members.
2. Assemble and distribute all Track National Team training plans and schedules to appropriate stakeholders.
3. Assist the CTO and National Coach in the development and implementation of team selection policy and National Team carding.
4. Act as team manager for designated projects as requested by the CTO.
5. Assist with the program orientation of National Team athletes entering the program for the first time.
6. Ensure the delivery of clothing and equipment from the national office to coaches and team members in a timely manner and provide guidelines on sponsor requirements for use of clothing. Keep an accurate inventory of CCA equipment provided to NT members.
7. Gather and analyze results for National Team athletes in international competition and collaborate with the IST Manager on analysis.
8. Work with the National Track Coach and associate coaches to ensure that all CCA policies are adhered to and respected.
9. In consultation with the CTO, National Coach and team mechanic, purchase equipment for the National Team program.

Domestic Development

1. National Championships – Serve as the CCA direct liaison to the Organizing Committees for National Track Championships. Develop the Technical Guide for the event in a timely and complete manner. Serve as the technical representative of the CCA at the event.

2. International Events Hosted in Canada – Assist Director Development in liaison with host organizing committee. Provide advice and support as required. Provide assistance with applications for funding support of international events.
3. Assist with Commissaires (officials) development and assignments.
4. Assist with coaching development via the NCCP. Liaise with provincial / territorial coaches and coordinators on matters of mutual interest.
5. Support Long Term Athlete Development (LTAD) planning and implementation.
6. Assist the Director Development with reports to the Officials Committee as well as rule review.
7. Assist the Director Development with reports to the Events Committee including reviewing event applications.

Communication

1. Establish internal systems for communication to athletes, coaches, support staff and other stakeholders of the track cycling community.
2. Assist Manager, Communications in the development and distribution of information on track athletes to media and other stakeholders through providing results and event information for training camps, competitions and other events of interest.
3. Support promotion and marketing initiatives with coaches and athletes to enable the delivery of sponsor and supporter benefits.
4. In conjunction with Manager, Communications arrange the logistics for National Team athletes' appearances required by media and sponsors.
5. Post National Team and domestic track content on CCA website. In collaboration with Manager, Communications maintain social networking sites such as facebook, twitter, and youtube.

Finance and Operations

1. Under the guidance of the CTO, manage the Track program National Team budget in partnership with the National Track Coach.
2. Coordinate the costing out, invoicing and collection of payment of self funded athletes' participation in the National Team program.
3. Coordinate the completion and collection of expense reports for athletes, coaches and support staff in a timely manner after the completion of projects or tours.

4. Ensure that cash advance requests for coaches and team leaders are completed within time limits required by Director of Finance & Administration.
5. Observe national office systems and procedures as set out by the Director of Finance and Administration and Administrative Assistant.
6. Under the direction of the CTO and Director Development assist with the administrative and operational delivery of annual plans.
7. Participate in and support strategic planning initiatives.

Liaison Role

1. Assist in maintaining positive relationships with Track Training Centres, velodrome operators and any other agencies and organizations that affect the association's ability to implement the national track program.
2. Liaison with the CCES in respect of doping education and testing protocols for National Championships and other Track events.
3. Liaison with the UCI in relation to trade team registration, calendar submission and event reporting.
4. Liaison with trade teams relative to National Team athletes schedules with those teams and the national program.
5. Work with Business Development Director to identify and help organize fundraising events to benefit the track program.

E. Travel

The Track Program Coordinator will be required to travel to domestic and international events throughout the year. The association has a compensatory time off policy to cover such travel necessity.

G. Performance Review

On an annual basis the Track Program Coordinator will be expected to accomplish specific end results, the satisfactory fulfillment of job responsibilities and the attainment of required level of ability in key competency areas. These three components will form the basis of an annual performance review conducted by the CTO and Director Development.