



BIATHLON ONTARIO
120 Chancery Crescent
Orleans, ON K4A4N3

June 16, 2017

COACHING OPPORTUNITY – 2017 TESTIVAL EAST

Refs: A. Athletes Code of Conduct – May 2017
B. Travel Policy – Mar 2013
C. Financial Management Policy – May 2017
D. Biathlon Ontario Screening Policy – May 2017
E. Biathlon Ontario Concussion Management Policy – May 2017

Biathlon Ontario is currently seeking the services of a qualified coach to provide event support for the upcoming 2017 Testival East in Val Cartier, QC from July 17 to July 21, 2017. Expected travel days for coaches and biathletes are the day of July 17, 2017, and evening of July 21, 2017, after the completion of the final day of testing.

Pending confirmation of the total number of BiON athletes registered for this event, the position will be offered to one successful candidate, and one alternate/back-up.

Minimum qualifications

Event Support Coach

- NCCP Competition Introduction - Trained
- 2017-2018 coach member of Biathlon Canada in good standing
- Valid Ontario Driver's license and PAL
- Ability to rent a vehicle
- Possession of a major credit card for incurred expenses
- Proof of concussion training as per Ref E.
- Copy of current valid police record check and vulnerable sector screening as per Ref D.

Expense reimbursement and honorarium

Expenses reimbursement and honorarium will be in accordance to Ref C.

Honorariums will cover five (5) days of support services, with the option of one (1) additional day for pre and post administration if required.

Applicants are to note that this position is considered as an independent contractor, thus the successful applicant is responsible for their own remunerations to Canada Revenue Agency. Honorariums also reflect the position being filled and level of experience as per Ref C.

Terms of References

The event support coach reports to the VP Technical and shall:

1. Prepare and issue coordinating instructions to all participating athletes by July 4, 2017.
2. Provide assistance to Biathlon Canada's directing staff when called upon.
3. Supervise biathletes as stated in Refs A and B.
4. Conduct team meetings and debriefs as needed.
5. Confirm travel itineraries of attending biathletes and formulate a ground transportation plan to support arrivals and departure as required. (Note: biathletes are to report to designated accommodations by 3:00pm on July 17, 2017.
6. Arrange for suitable accommodations to house participating biathletes for duration of the camp.
7. Provide ground transportation to/from accommodation to training grounds, and other venues.
8. Serve as the point of contact for parents who are on and offsite, and for local media.
9. Prepare and submit an after action report to the VP Technical listing events strengths, weaknesses, and corrective measures for future events, including any training recommendations for the 2017 summer and on-snow development camps.
10. Maintain a record of expenses incurred by BiON athletes and report a breakdown of billable expenses to BiON Treasurer for subsequent invoicing.
11. Other tasks as directed by VP Technical.

These terms of reference serve as a guide toward the expected scope of work, and will not list all small tasks that a coach may encounter during the 2017 Festival East. VP Technical is to be consulted if any task being performed poses any concern.

Application Submission and Deadline

Applicants are to submit the following:

- Coaching Profile including NCCP number, as well as current and past coaching experiences
- PDF version of their NCCP transcript.
- Proof of Biathlon Canada membership (if applicant resides outside of Ontario)
- Copy of police record check and vulnerable sector screening as per Ref D.

Applicants are to submit an email and requested items to:

Vic Veinotte
VP Technical
Email: vveinotte@gmail.com

Application Deadline is June 21, 2017 by 5:00pm EDT