



TERMS OF REFERENCE 2027 CANADA WINTER GAMES TEAM ONTARIO HEAD COACH

These Terms of Reference establish the scope of work, responsibilities, eligibility requirements, and expectations for the Team Ontario Head Coach position for the 2027 Canada Winter Games biathlon program. The Head Coach will provide leadership, technical direction, athlete supervision, and operational coordination throughout the preparation and competition phases leading to and including the 2027 Canada Winter Games.

Position Overview

The Team Ontario Head Coach will lead the Team Ontario biathlon program through the final preparation phase and competition period for the 2027 Canada Winter Games. The role includes athlete development, competition planning, staff supervision, technical leadership, and operational oversight during all identified training camps, selection trials, and competition events.

Eligibility Requirements

- Qualified as an NCCP Biathlon Competition Development Certified coach or higher.
- Currently registered as a coaching member in good standing with Biathlon Canada.
- Demonstrated experience coaching athletes within a high performance or competitive biathlon environment.
- Ability to travel and attend all required camps, competitions, and meetings associated with the Canada Winter Games program.
- Submission of a current Police Record Check with Vulnerable Sector Screen prior to appointment.
- Completed the necessary NCCP eLearning modules in:
 - SafeSport Training
 - Understanding the Rule of Two,
 - Making Headway in Sport,
 - Creating a Positive Sport Environment
- Valid Class G License, and PAL license

Duties and Responsibilities

The Team Ontario Canada Winter Games Head Coach will be responsible for the following duties and responsibilities:

- Develop and implement the competition plan, preparation plans, and logistical coordination for the 2027 Canada Winter Games program.
- Develop weekly training and competition schedules during camps and the Canada Winter Games.
- Prepare and oversee daily training and race day plans.
- Establish waxing protocols and race preparation procedures.
- Develop athlete warm-up procedures and race preparation plans.
- Coordinate zeroing procedures and range protocols.
- Coordinate team travel schedules and logistics.
- Lead team meetings, athlete meetings, and engagement activities.
- Supervise and coordinate the activities of assistant coaching staff and wax technicians.
- Attend all technical meetings during the Canada Winter Games.
- Liaise with event technical committees, race juries, and competition officials where required.
- Make final operational decisions regarding race entries and relay team selections.
- Provide athlete supervision, coaching support, and race support throughout camps and competitions.
- Lead athlete debriefs and performance reviews.
- Create and lead practice sessions and structured training activities.
- Work collaboratively with partner organizations and coaching staff in the planning and execution of training camps.
- Prepare written reports and program summaries following the completion of the Canada Winter Games.

Required Program Participation

- Team Ontario/PSO Team Meeting, Nov 2026
- Canadian Eastern Championships, Feb 2027
- 2027 Canada Winter Games.

Reporting and Accountability

The Head Coach shall report to BiON VP Technical. The Head Coach is expected to maintain professional conduct, uphold the policies and procedures of Biathlon Ontario and Biathlon Canada, and ensure athlete safety and welfare throughout all program activities.

Term of Appointment

The appointment shall remain in effect for the duration of the 2027 Canada Winter Games preparation and competition cycle, unless otherwise terminated or amended by Biathlon Ontario.