

SOD Team Job Descriptions

The SOD Board has created two positions to manage the SOD Racing Team. The **SOD Team Coordinator** and the **SOD Team Coach** both report to the SOD Board of Directors (via the SOD Board Liaison) as co-workers, not one reporting to the other. These roles are designed such that individuals with complementary skill sets can work together to deliver SOD Team programming to selected athletes.

SOD Board Liaison

- This individual is one of the elected board members of SOD
- Ensure communication between SOD Team Coordinator, Coach and the SOD Board
- Ensure that a SOD Team Coordinator and a SOD Team Coach are hired by April each year
- Support the SOD Team Coordinator in developing SOD Team selection criteria, and submit to SOD board for approval

SOD Team Coordinator

The role of the SOD Team Coordinator is administrative in nature. Responsibilities include the following:

- The SOD Team Coordinator will be an ex-officio member of the board (non-voting). The board has 8-10 meetings via conference call per year.
- Report regularly to the SOD Board on team status and events
- Development of SOD Team Selection criteria, in conjunction with the board, soliciting advice from the SOD Team Coach.
 - Team Selection criteria should be finalized and published by Dec 1 at the latest, prior to the qualifying racing season.
 - Team criteria must be approved by SOD board each year
- Develop and maintain athlete expectations document and athlete contract, with advice from the SOD Team Coach
- Apply the SOD Team Selection criteria based on results from the qualifying year. Perform the following according to timelines in the SOD Team Selection Criteria:
 - Confirming team selection with the SOD board
 - Communicating team selection to athletes
 - Confirming interest and commitment of selected athletes to be members of the SOD Team
 - Collecting signed contracts from selected athletes and their parents
- *Assist* the SOD Team Coach with communication and planning for single-day or multi-day training camps
 - If requested, assist the SOD Team Coach in securing assistant coaches for training camps
- Procure SOD Team clothing and arranging distribution to athletes, subject to budget set by the SOD board
 - Team clothing should be distributed by the SOD Team Coach at the first SOD Team camp each year
- Promote the SOD Paraffin Race Series, Ontario Youth Championships, Ontario Cup racing, Ontario Talent Squad, and Ontario Ski Team to members of the SOD Team
- Promote the SOD Team throughout the SOD region
- Attend an SOD Paraffin race at the start of the season to promote the team and attend the series finals to conduct awards for the series
- Make recommendations to the SOD board to improve the Team for future years
- Work with SOD Board Liaison to request budget for SOD Team activities from the SOD Board
- Administer camp review and critique using a proper polling system with questions and content to be reviewed by SOD Team Coach and SOD Board Liaison
- Arrange and procure overall series prizes for SOD Paraffin Race Series

Compensation

- \$500/yr
- Can be increased at discretion of the board based on the work required to meet these responsibilities

SOD Team Coach

The role of the SOD Team Coach is centred around planning and delivering training camps (single or multi-day) to the SOD Team, and other events as negotiated with SOD Board Liaison. Responsibilities include the following:

- Report regularly to the SOD Board Liaison on team status and events
- The SOD Team Coach is welcome to attend board meetings via conference call, especially during camp season, though is not required to do so
- Scheduling single or multi-day training camps for the SOD Team, with advice from the SOD Team Coordinator and the SOD Board Liaison
 - Training camps should be exclusive to members of the SOD Team
 - Camp dates should be set a minimum of 3 months in advance, though ideally set in the spring for the entire year so that dates can be sent to nominated athletes prior to the athlete accepting a position on the team.
 - Camp details should be sent to athletes and club coaches one month in advance, with a detailed schedule to be distributed 1 week in advance
- Developing camp plans, including training, education, and safety
- Leading training camps
 - If not possible due to scheduling constraints, secure a replacement head coach for that camp, in consultation with the SOD Team Coordinator
 - Distribute SOD Team clothing at the first SOD Team camp each year
- Recruit assistant coaches as required to properly deliver each training camp
- Arrange communication of camp plans to athletes, collaborating with the the SOD Team Coordinator
- Assist the SOD Team Coordinator to develop team qualification criteria. Ideally criteria would have some details as to the number and types of training camps that could be expected.
 - Team criteria must be approved by SOD board each year
- Make recommendations to the SOD board to improve the Team for future years
- The SOD Team Coach is encouraged to apply for PCEs (Provincial Coach Experience) relating to XCSO camps targeted at SOD athletes in age groups served by the SOD Team

Requirements

- The SOD Team Coach must provide proof (to the SOD Board Liaison) of minimum NCCP certification of L2T trained
- The SOD Team Coach must provide proof (to the SOD Board Liaison) of a satisfactory Police Vulnerable Sectors Check that was performed no more than 3 years prior to the end of the upcoming competition season.

Compensation

- \$200/day for camps

SOD Assistant Coach

The role of the SOD Assistant Coach is to support the SOD Team Coach in planning and delivering training camps to the SOD Team, and other events as negotiated with SOD Board Liaison.

The intent is that this position is used to facilitate a transition from one SOD Team Coach to another, by having a potential future coach first serve in the capacity of assistant coach.

Responsibilities include the following:

- Check-in regularly with the SOD Team Coach the SOD Board Liaison on team status and events
- Participate in scheduling, along with SOD Team coach and Board Liaison
- Assist in developing camp plans, including training, education, and safety
- Assist in delivering training camps, taking the lead as appropriate for portions of the camp
- Recruit assistant coaches as required to properly deliver each training camp
- Arrange communication of camp plans to athletes, collaborating with the the SOD Team Coordinator
- Participate in developing team qualification criteria
- Make recommendations to the SOD board to improve the Team for future years
- The SOD Assistant Coach is encouraged to apply for PCEs (Provincial Coach Experience) relating to XCSO camps targeted at SOD athletes in age groups served by the SOD Team

Requirements

- The SOD Assistant Coach must provide proof (to the SOD Board Liaison) of minimum NCCP certification of L2T trained
- The SOD Assistant Coach must provide proof (to the SOD Board Liaison) of a satisfactory Police Vulnerable Sectors Check that was performed no later than 3 years prior to the end of the upcoming competition season.