



## **JOB POSTING**

### **ATHLETE PROGRAM and SPORT DEVELOPMENT MANAGER FIELD HOCKEY BC**

The position of Athlete Program and Sport Development Manager is designed to plan and implement program delivery intent on improving the skills, fitness and knowledge base of both male and female developmental and performance athletes; to plan and oversee program delivery targeted at schools' participation; and to lead the Society's support for and delivery of formalized coach education across all active regions of British Columbia. The Athlete Program and Sport Development Manager is responsible for the operational oversight of Field Hockey BC Regional and Provincial developmental and performance stream programs, for the operational oversight of the NCCP coach education pathway, and for the logistical delivery of the FHBC school's program.

The Athlete Program and Sport Development Manager will work in partnership with the FHBC Head Provincial Coach and Performance Manager, as well as work alongside other Society staff and board members and their respective portfolios. The Athlete Program and Sport Development Manager reports directly to the Executive Director.

#### **Athlete Development:**

- Play a leading role in the planning process, and thereafter coordinate and implement the Performance Program for male and female athletes in 3 geographic regions: the Lower Mainland, Vancouver Island, and the Interior.
- Plan, coordinate, and implement the Regional Developmental and Performance Stream Program for Under 18, Under 16, and Under 14 male and female athletes aspiring to further their participation within the FHBC Athlete Pathway.
- Plan, coordinate and implement the Team BC Provincial Program for Junior and Senior Representative teams to National Championships and/or other targeted invitational tournaments and events.
- Work with the Head Provincial Coach and Performance Manager, and FHBC program coaches to manage and coordinate the delivery of the FHBC Schools Program in partnership with applicable clubs and groups.
- Assist as a Communications lead in promoting athlete development programs and services in line with program delivery windows during the seasonal year.
- Take an active lead in the advance planning of FHBC direct delivery athlete and coach orientated events.
- To ensure that support for athlete development meets identified portfolio priorities and that associated policies and procedures are reviewed, updated, and/or created as may be necessary or appropriate.

### **Appointment and Mentorship:**

- Work with the FHBC Head Provincial Coach and Performance Manager in managing the administrative and communications support to appointed Coaches in each Athlete Program.
- Oversee the contractual honoraria coach agreements for all athlete program coaches.
- Oversee the contractual honoraria team manager agreements for all athlete program managers across all FHBC athlete programs.
- Oversee criminal record and safe sport submissions/requirements for all athlete program coaches and supporting personnel (team managers and chaperones).
- Ensure that all athlete programs have the necessary and most appropriate managerial staff and mentor managers in their supporting role within each appropriate program.

### **Coach Education**

- To take the lead in the planning, practical coordination, and delivery of the National Coach Certification Program (NCCP) and Provincial Coach Education (PCE) Pathway (as appropriate). This includes oversight in the coordination and/or training of NCCP facilitators and evaluators.
- To complete the necessary administrative requirements in the delivery of the NCCP and PCE pathway programs and to manage the upload of both NCCP candidate information to the Coaches Association of Canada (CAC) 'Locker' database, and PCE candidate information to the FHBC internal coach database.
- To liaise with the NSO Coaching Committee to ensure that support for formal educational needs are duly aligned to strategic objectives.

### **Administration:**

- To take the leading role in the coordination of seasonal artificial turf and indoor facility bookings for the FHBC athlete program calendar and where needed the FHBC event calendar.
- To liaise with Municipal/facility partners to ensure that all respective administrative requirements are completed.
- Compile budgetary submissions for all Athlete Programs in line with program implementation and with the Society's fiscal responsibilities.
- Liaise with the Member Services and Communications coordinator concerning athlete apparel and oversee the administrative and operational requirements for both the selection of Athlete Program Apparel and the logistical needs for circulation (post-delivery).
- To manage FHBC equipment inventory and prepare recommendations for ordering equipment in accordance with program demand.
- To further develop the internal tracking system for FHBC equipment use throughout the FHBC event and athlete program calendar.
- Oversee an annual review of athlete program policies and procedures and put forward proposals for policy and/or procedural review.
- Take the lead in the production and circulation of program surveys following the culmination of each regional and provincial athlete program block, or coaching course/event.
- Compile an athlete program survey summary for both the regional and provincial athlete program cycle.
- Compile a coach program survey summary for end of season review.
- Attend the Field Hockey BC Annual General Meeting and submit and speak to the Annual Athlete and Coach Program Report as required.

## **Terms**

The Athlete Program and Sport Development Manager will be based at the FHBC office in Surrey, BC (noting that Society employees currently follow a hybrid approach where working expectation is balanced between working remotely and working at the Society office), and the position is offered as a full-time contract (37.5 hours per week). The initial contract will be for a period of 7 months with the option to extend for a further 12 months (pending review) and the annual salary scale for this position is \$46,000 - \$55,000.

## **Application**

Excellent communication skills, previous experience in strategic planning and performance program implementation, an in-depth understanding of both the Canadian 'Long-Term Athlete Development Model' and the National Coach Certification Program (NCCP), as well as a passion for sport and sports development is essential for application. Field Hockey specific experience is desirable but not essential for application.

Field Hockey BC will require applicants to gain appropriate criminal records clearance and the Society also requires the submission of at least two job related references. Job related references can be submitted upon application or following a successful invitation to attend interview. Only those applicants invited to attend interview will be contacted following the application deadline.

**Deadline for applications: [January 21, 2025](#)**

**Job to commence from: [February 11, 2025](#)**

**Please send your resume and covering letter by the deadline date above to:**

**Mark Saunders**  
**Executive Director, Field Hockey BC**  
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