

YORK UNIVERSITY

Job Summary – CPM (Confidential, Professional and Managerial Employees)

Position Title: Head Coach, Women's Basketball

Reports To: Manager, Varsity Athletics

Grade: F

Job Code: 950916

Faculty/Department: Athletics & Recreation

I. JOB PURPOSE:

Reporting to the Manager, Varsity Athletics, the incumbent coordinates the planning and implementation of the women's Basketball team for the Varsity Sport Program at York University. The coach will work in consonance with Department and University goals and objectives and is expected to foster a high-performance environment that contributes to student and team success. This includes coordinating the coaching staff and various competitions, recruiting, and retaining student-athletes, instructing/coaching Varsity athletes, and developing financial support for the team through alumni and parent relations and other fundraising activities.

This position requires commitment and adherence to the values and principles of Athletics & Recreation as expressed in the mandate of the department.

2. MAJOR DUTIES:

A) Coaches the university women's Basketball team.

1. Coaches athletes in exhibition, league and playoff competitions, as well as year-round practice and training sessions.
2. Develops athletes capable of succeeding on the field of play.
 - (i) Plans and implements all pre-season, during season, and off-season training programs and conducts all practices.
 - (ii) Is available for student and coach consultations, discussion, etc., and coordinates meetings and functions with assistant coaches and/or athletes.
 - (iii) Provides support systems that contribute to student-athlete retention, including information about University services, academic/personal advising, study halls, peer advising/mentoring, etc.
3. Sets team and individual goals and objectives at the beginning of the season and evaluates them at the end of the season. Reviews these annually with the Manager, Varsity Athletics, and assistant coaches, as appropriate.
4. Recruitment of academically and athletically qualified student-athletes for the women's Basketball team at York University.
 - (i) Creates an organized talent identification program and recruitment system through personal contact, high school coaches/competitions, junior/community league coaches, clubs, alumni, and athlete development programs.
 - (ii) Recruits in consonance with University admission standards and the guidelines of the OUA and USPORTS (includes personal visits, telephone

calls, letter writing, networking with high school, club, and community league coaches and alumni etc).

- (iii) Plans, promotes and coordinates appropriate Basketball development activities/events/camps/tournaments as a means of developing future student-athletes to attend York University.

5. Develops positive working relationships with assistant coaches, team, and support personnel that contribute to a team dynamic and an environment conducive to high level performance.
6. Liaises with the York community and internal stakeholders in providing programs and services that are beneficial to the student athlete (e.g., effective programming, stress management, fitness testing, career services, financial aid, etc).

B) Within a sound administrative and financial framework, attends to all administrative duties associated with the university women's Basketball team in consonance with Department, OUA, USPORTS and University policies and procedures.

1. Ensures adherence to all OUA and USPORTS rules and regulations. Advocates and participates in USPORTS and York University drug education and doping control programs as well as other OUA/USPORTS initiatives and programs.
2. Prepares budget requests for approval by the Manager, Varsity Athletics. Is accountable for the yearly budget for the team (including equipment, travel, accommodation, meals, telephone, hospitality, officials, etc.). Schedule's training, practices, and competitions within budgetary guidelines.
3. Responsible for generating additional funds for the women's Basketball team through fundraising and support from alumni/parents. Successfully organizes camps, clinics, competitions, and special events. Supervises and is accountable for all such activities.
4. Liaises with the Representative, Varsity Athletics regarding competition and exhibition schedules.
5. Informs Coordinator, Equipment Services of any problems with equipment, and follows departmental procedures for proper equipment management.
6. Respects the Code of Coaches Conduct under the OUA, USPORTS and all York University policies, procedures, and regulations.
7. Works with the appropriate departmental personnel regarding practice facilities, uniforms, equipment, marketing, communications, event set-up, travel and accommodation.
8. Works with the Head and Assistant Strength & Conditioning coach to ensure adherence to programs and sessions as prescribed
9. Works with the Head Athletic Therapist, Student Therapist(s) and Clinic Supervisor to ensure effective sport injury coverage and to facilitate and support the assessment and treatment of athlete injuries.

10. Recruits/hires/manages/disciplines part-time/assistant coaches and other team staff. Establishes goals and reviews performance.
11. Attends all coaches' meetings called by the Manager, Varsity Athletics, at York and by OUA/USPORTS convenors (where and when applicable). Participates on relevant committees and working groups within the Department.
12. Develops yearly and long-term planning documents in consonance with York Athletics model and departmental requirements
13. Submits a year-end report and associated documents to the Manager, Varsity Athletics.

C) Provides leadership to women's Basketball athletes and coaches.

1. York Lions are first and foremost student athletes. In collaboration with the Manager, Varsity Athletics, and the Varsity support staff, provides the appropriate support, incentive, and opportunity for student athletes to succeed academically, including monitoring their academic performance and participation in departmental support programs – including the Providing Athletes with Winning Strategies (PAWS) program.
2. Educates women's Basketball student-athletes (team members) about their role as representatives of York University, and is responsible for the discipline of the team members at all home and away competitions and at team functions.
3. Displays leadership skills, teaching ability, interpersonal and communication skills in planning and coordinating program and personnel.
4. Develops, maintains, and elevates the image of women's Basketball as a sport by means of: (a) competitive and academic results; (b) good media relations; (c) good alumni and parent relations; (d) community involvement; and (e) recruitment of academically qualified student athletes.
5. Encourages student-athletes to seek leadership development experiences, internships and opportunities for community service and personal development.
6. Ensures a planned program for clinics, camps, and other activities that develop coaches as well as athletes at their level of competition, including but not limited to the PAWS and Sport Council initiatives.
7. Liaises with and contributes to the broader Basketball community and relevant sport governing bodies.
8. At all times, acts as a positive role model to students, coaches, parents, alumni, and members of the general community in support of York University.
9. Liaises with University departments as required (e.g., Admissions, Registrar's Office, Student Financial Services, Office of Student Affairs, housing, counselling services, etc).
10. Keeps up to date and maintains awareness of York's academic programs of study, policies and procedures relating to academic standing, etc.

E) Other Duties as assigned by the Manager, Varsity Athletics.

3. SUPERVISORY RESPONSIBILITIES:

Assistant Coaches and work/study assistants	5-7
Volunteers (alumni, parents, "friends")	5 -10
Total number of staff supervised:	10-17

Nature of Supervisory Responsibility:

Recruits and hires part-time assistant coaches and other team staff. Establishes goals and objectives, reviews, and manages performance. Where necessary will discipline and terminate staff. Is responsible for being knowledgeable of all applicable collective agreements and/or York human resources policies and practices as well as employment related legislation.

4. PERSONAL CONTACTS:

a. Level of Contacts within the University

Directors and Managers	Purpose Program development promotion & administration
School faculty, administrators, and staff	
Housing/Colleges, Student Financial Services	Student athlete servicing
Admissions/Liaison	Student athlete recruitment
Students	Coaching/instructing, training, etc.

b. Type of Contacts Outside the University

OUA/USPORTS Women's Basketball Convenors	Purpose Program administration
Basketball coaches at other universities	Program administration/networking
Alumni, parents, media, community members	Basketball program advancement Athlete recruitment, etc.
Provincial and National Sport governing bodies	Program advancement, clinics, Seminars, talent identification, Coach education, etc.
High school teachers and high school Students	Recruitment, coaching
Personnel from junior/community/club leagues	Recruitment, coaching

5. DECISION MAKING:

Primary responsibility for all coaching and administrative decisions related to the Varsity women's Basketball team.

6. DIRECTION RECEIVED:

Incumbent will receive general administrative and financial direction by the Manager, Varsity Athletic. Operates within the Department, University and OUA/USPORTS guidelines/regulations.

7. FINANCIAL/BUDGETARY CONTROL:

Accountable for managing within the yearly budget for the women's basketball team (including equipment, travel, accommodation, meals, telephone, hospitality, officials etc.) Responsible for generating additional funds through fundraising activities and soliciting support from alumni and parents.

Payroll Budget	\$200,000
Operating Budget	\$55, 000 (non-salary)
Other Budgets	\$25, 000.00 – Women's Basketball excellence accounts – funds generated through fundraising programs

Other major accountabilities, e.g., materials, buildings, equipment, etc.

8. QUALIFICATIONS:

A. Educational Requirements:

University degree in kinesiology/physical education or related area. Master's degree preferred. NCCP Certification Level III or equivalent experience preferred.

Please note: This position requires the candidate to produce a verification of degree(s), credential(s) or equivalencies from accredited institutions and/or international equivalents at the time of interview. The position also requires the candidate to produce a Vulnerable Sector Check satisfactory to the University prior to commencement of employment

B. Experience Requirements:

Experience coaching basketball at a university, competitive club, provincial or national program, or equivalent.

C. Skills (Specialized knowledge):

Full technical knowledge of, and a demonstrated ability to analyze all aspects of Basketball.

Excellent:

- interpersonal and oral communication skills
- instructional, coaching, and motivating skills
- influencing and team building skills.

Demonstrated skills/abilities in planning and organizing, taking initiative, problem solving and exercising good judgment.

Ability to maintain tact and composure in a highly competitive environment.

Good numeracy and record keeping skills

Good written communication skills

Skills in basic computer applications such as word processing, e-mail, internet, and spreadsheet.

9. THE WORK ENVIRONMENT AND THE PHYSICAL/SENSORY DEMANDS

Coaches and instructs the athletes at competitions and practices in indoor facilities (Gymnasium) and performs administrative duties in an office environment as required. Competitions are also held at external facilities E.g., gymnasiums of other universities. Some travel is required.

Flexible work week required during sport season/academic year to incorporate training, practices, competition and travel, administrative/service obligations, and student consultation.