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## **Role Description**

### ***Region Coaching Representative***

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#### ***Authority***

The Region Coaching Representative is a member of the Section Coaching Committee of Skate Canada: Alberta-NWT/Nunavut and the Region Committee governing their Region of responsibility. As a member of the Section Coaching Committee and the Region Committee, and as elected Coaching Representative of a Region of Skate Canada: Alberta-NWT/Nunavut, a Region Coaching Representative acts in a position of trust for the coaching membership of their Region of responsibility.

#### ***Commitments of a Committee member***

- Commitment to Skate Canada's vision and goals
- Commitment to the vision and goals of Skate Canada: Alberta-NWT/Nunavut
- Attendance at, and participation in Committee meetings, including reviewing materials, preparing reports and other documents and providing suggestions/feedback
- Willingness to serve on Committees and/or take on projects as required
- Willingness to support, and participate in, fundraising and other special events as required
- Willingness to act at all times in the best interest of all stakeholders and promote the work of the Association

#### ***Role Summary – Region Coaching Representative***

The Region Coaching Representative represents the perspective of the member coaches of the Region of their responsibility to the Section Coaching Committee and the Region Committee and provides guidance that all member coaches are providing coaching services in accordance with Skate Canada rules and regulations, the Coaches Code of Ethics and the Association bylaws and constitution. He/she supports member coaches in the Region of responsibility on matters related to communication, employment, rules and regulations, policies and procedures, concerns and technical advice.

#### ***Term of Office and Time Commitment***

The Region Coaching Representative is elected for a two year term by the member coaches in good standing of the Region in which he/she resides and coaches. Elected Coaching Representatives may only serve for four consecutive years.

The time commitment is approximately one to four hours per week with the busiest time being September through April.

### ***Required Skills and Experience***

- Must be a Skate Canada coach in good standing, coaching and residing in the Region
- Knowledge of Skate Canada rules and regulations, particularly in relation to coaching, is required
- Strong communication, interpersonal and organizational skills
- Strong problem solving and mediation skills
- Team player
- Integrity, openness, honesty
- Professionalism
- Basic computer skills (MS Word, MS Excel, internet, e-mail, fax)

### ***Responsibilities***

#### *Responsibilities as a Region Coaching Representative:*

- Supports, acts as liaison and shares information with member coaches within the Region; this may include providing guidance, as well as clarification and interpretation of guidelines, policies, processes and rules and regulations of the Association
- Encourages NCCP certification, first aid and Skate Canada membership requirements of coaches in the Region
- Provides support and/or technical advice as required to member coaches and/or other Skate Canada members in the Region on coaching matters
- Liaises with the other Region Coaching Representatives and the Section Coaching Representative regularly
- Attend Region AGM and Region meetings when possible. If unable to attend will provide Region Representative with coaching report for meeting.
- Assists with coaching related questions and issues in the Region as required
- Promotes Skate Canada's purpose in the Region, particularly among coaches
- Orients the new Region Coaching Representative

#### *Responsibilities as a member of the Section Coaching Committee and the Region Committee of the Region of responsibility:*

- Represents the perspective of Skate Canada member coaches residing and coaching in the Region of responsibility to the Section Coaching Committee and the Region Committee
- Brings recommendations received from member coaches residing and coaching in the Region of responsibility to the Section Coaching Committee and/or the Region Committee for discussion/approval
- Recommends Skate Canada rule amendments, for changes deemed necessary, from the perspective of coaches in the Region

- Prepares reports, representative of the Region of responsibility, for Section Coaching Committee meetings and Region meetings as required
- Reviews and monitors policy and other recommendations received from the Section Coaching Committee, Region Committee, other Regions, other Committees and senior staff
- Assists in developing and maintaining positive relations, coordination and consistency among the Section Coaching Committee, Region Committee, other Regions, other Committees, staff members, and the coaching membership of the Region of responsibility to enhance Skate Canada: Alberta-NWT/Nunavut's vision
- Addresses issues with other Committee members directly and professionally, pursuing the assistance of the Committee Chair as required
- Serves on Committees, Commissions and Working Groups as requested by the Section Coaching Committee or Region Committee and participates in the accomplishment of their objectives
- Avoids any conflict of interest that may arise and declares that conflict before the Committee
- Maintains confidentiality regarding internal discussions of the Committees and information presented at meetings
- Researches, listens, writes, keeps in touch with current policies, directions and advancements of the Association, particularly in relation to coaching matters, and ensures that all Committee members and coaching members of the Region of responsibility are kept informed
- Manages and affects change as required

### ***Contacts***

- Skate Canada coaching department
- Section Coaching Representative
- Region Representative of the Region of responsibility
- Other Region Coaching Representatives
- Section Ethics Review Committee
- Office staff, particularly the Coaching & Administrative Coordinator
- Member coaches in the Region of responsibility

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