

Job Responsibilities and Evaluative Methodology

Women's Basketball Head Coach

The Women's Basketball Head Coach is responsible for all duties normally associated with the successful delivery and co-ordination of an interuniversity basketball program including but not restricted to: program administration, recruitment of student-athletes, fund raising and other duties required to support a successful university women's basketball program.

The Head Coach is responsible for coaching and long-term program development. The incumbent manages the program with the resources provided to ensure the academic success and athletic development of the student-athletes. The Head Coach helps the university build community support for the women's basketball program and contributes to resource development initiatives to enhance the student-athlete experience.

Primary Job Responsibilities

1. Responsible for satisfactory team and individual student athlete performance as evaluated by results academically and achieved in AUS and CIS competition.
2. Technical, tactical, physical and psychological preparation of the athletes and team. Clearly defined programs for each of these areas should be in place. You will be expected to provide effective leadership and expertise in these areas such that your programs will be considered to be at the leading edge of Canadian Interuniversity Sport.
3. Development of an appropriate program for the recruitment and retention of student athletes. Coaches should monitor provincial, regional, national, club, and school systems to identify prospective student athletes. You will be evaluated on your ability to recruit student athletes in your sport with national level ability or potential, who also have potential to meet the academic expectations for UPEI student athletes. Student athletes who have exceptional records of performance at the high school level, have competed on elite club teams, provincial team programs and national team programs would generally be the type of student athlete considered to enable your team to be a regional and national contender.
4. Coordinate/communicate with the Varsity Coordinator: Hiring of assistant coaches, all requests for expenditures and all practice/game scheduling, as well as logistical requirements for team travel, facility, Panther Academy and equipment needs.
5. Assist with the design and/or monitoring of student athlete personal development programs and progress with respect to their athletic, academic and community citizenship. Support and advocate academic advisory and monitoring program designed to facilitate the academic success of the student athletes on the "Women's Basketball" Team. Generally speaking UPEI student athletes are expected to perform at a high academic level.
6. Budget management. You are expected to develop a Business Plan inclusive of a financial plan including all associated program costs, revenues and fund raising. Once approved you are expected to manage your allocated budget such that there is no deficit at the end of each fiscal year.

7. Monitor program/student athletes to ensure compliance with UPEI, Atlantic University Sport, CIS and Department of Athletics & Recreation regulations, policies and procedures including: recruitment, financial aid and student athlete eligibility. You are expected to take a proactive approach in ensuring that you are personally aware, fully comprehend and take actions to ensure your personal, staff and team compliance with these regulations, policies and procedures which govern your work.
8. Participate and contribute to the fund raising activities of the program/department which includes such duties as alumni engagement, community engagement and initiatives to enhance the programs operating and student athlete financial awards and endowments
9. Promotion of the “Women’s Basketball” Team program. This can be achieved via such initiatives as human interest stories, camp programs, hosting youth competitions, community outreach, school visits, hosting of high level exhibition games and tournaments etc.
10. Promotion of positive alumni and community relations. This can be achieved by such things as producing a regular team newsletter, blog, twitter, or e-mail progress reports, being an active leader in youth sport development in your sport at local, provincial, regional and national levels etc.
11. Compliance with team and department fund raising efforts and sponsorship contracts. All fund raising and sponsorship opportunities must be communicated with the Varsity Coordinator who will communicate internally with the Department of Development and Alumni Engagement and the Director of Athletics & Recreation for approval.
12. In carrying out all the responsibilities of your work, you will be expected to represent UPEI to the highest standards of personal and professional conduct. UPEI embraces the AUS Coaches Code of Conduct :
(http://static.psbin.com/8/f/wlqkd194j3ywkp/SECTION3-StandardsOfConduct_2012.pdf).
If issues or negative situations arise in contradiction thereof, UPEI reserves the right to sanction accordingly.

In addition, it is the Head Coaches responsibility to monitor and ensure the student-athletes respecting the UPEI Student Code of Conduct and the UPEI Athletics & Recreation Student-Athlete Code of Conduct.
13. You will be expected to arrange appropriate office hours that are approved by the Varsity Coordinator and Director of Athletics & Recreation.
14. Further related duties as required.

Performance Evaluation

There will be an on-going evaluation process throughout the term of the appointment with a formal year-end evaluation.