



Canadian Tenpin Federation, Inc.
Fédération Canadienne des Dix-Quilles, Inc.

Assistant National Coaches
Roles and Responsibilities

This Document outlines the roles and responsibilities of the CTF Assistant National Coaches and will act as the contract between the Assistant National Coach and the CTF Board.

Term of Contract for position as Assistant National Coach will be from January 1, 2024 to December 31, 2026

Function:

Provide coaching to Team Canada Athletes, assist in attaining Canadian Tenpin Federation goals.

Requirements

- a) Assistant National Coaches must have a minimum status of 'Competition Development in Training'. Coaches must complete their multi-sport requirements to achieve 'trained' status within the first 12 months of being selected as a national team coach.
- b) Assistant National Coaches must complete required additional Sport Canada training as necessary, including but not limited to Safe Sport, Making Head Way, etc.
- c) Ability to assist in the preparation of athletes for International and/or National Competitions.
- d) Demonstrate ability to support and promote Canadian Tenpin Federation values.
- e) Demonstrate commitment to the goals and objectives of Canadian Tenpin Federation High Performance Committee.
- f) Demonstrate organizational and interpersonal skills.
- g) Ability to assist in the development of National Team Athletes and or National Level Athletes.
- h) The ability to communicate in both official languages is an asset but not required.
- i) Computer skills: proficient in Word, Excel, Zoom, and mobile/social media savvy.

Accountability:

Program and performance evaluations will be handled through the High-Performance Director and the Head Coach.

Responsibilities:

- a. Work with the Head Coach and High-Performance Committee within CTF policies, procedures, plans and budgets.
- b. Work with the Head Coach and High-Performance Committee to assure everyone is trying to attain the CTF National Team Goals.



Canadian Tenpin Federation, Inc.
Fédération Canadienne des Dix-Quilles, Inc.

Competitions and Training Camps:

- a. Assist the Head Coach if required in the management of Athletes, Therapists, and any other National Team member when at training camps and competitions.
- b. Work together with fellow Assistant National Coaches for the success of the National Team Athletes.

Communication and Liaison:

- a. Maintain regular verbal and written (e-mail) correspondence with the Head Coach and High-Performance Director upon request.
- b. Assist when required in the training of athletes outside of training camps (i.e., if athletes live in assistant coach area or the assistant travels to an athlete's area)
- c. Attend High Performance Committee and Coaching Staff meetings via teleconference or in-person upon request.
- d. Complete post-competition debriefs with athletes when needed.
- e. Participate in coach development and training sessions with the Head Coach.

Technical:

- a. Demonstrate knowledge of the current CTF and World Bowling rules and regulations for national and international competitions.
- b. Demonstrate an understanding of the equipment, wrist devices, shoes, etc.
- c. Demonstrate an applied knowledge of surface manipulation for bowling balls.
- d. Demonstrate an understanding of the effects of layout on ball motion and their 'best use' in the bowling environment
- e. Demonstrate an understanding of lane surfaces, patterns, etc.
- f. Assist in monitoring the necessary training programs of the National Team Members.
(If required)
- g. Complete a semi-annual review on duties asked and performed and submit them to the High-Performance Committee
- h. The Assistant National Coaches shall be committed to the NCCP process with a commitment to complete their Competition Development Certification.
- i. Act always in a manner that will enhance the reputation, image, character and presence of the CTF and the National Teams.



Canadian Tenpin Federation, Inc.
Fédération Canadienne des Dix-Quilles, Inc.

- j. As athletes are required to continue to demonstrate their learning skills and development through practice and training, then so should an Assistant National Coach continue to develop his or her skills, by actively coaching. (i.e., local bowling programs / leagues and tournaments)

Other:

Perform other duties as mutually agreed upon between the Head Coach, and the said coach, which may not be included in the above

Termination of Duties:

If for any reason the terms of the contract (roles and responsibilities) cannot or are not being fulfilled, either party may terminate the contract by giving one-month notice to the other in writing.

A coach may appeal termination of his or her contract with the High-Performance Committee, CTF President and Board of Directors.

I have read, understand and accept all the above terms of my contract.
(Roles and responsibilities) as a CTF Assistant National Coach.

Signed _____
Coach

Date _____

Day / Month / Year

Signed _____
CTF Executive

Date _____

Day / Month / Year