

Softball Ontario's Technical Program Co-ordinator Job Description

Coaches Program

1. Liaison

- With the Coaches Chair, regarding program direction
- With the Coaches Learning Facilitators/Evaluators regarding clinic confirmation and Learning Facilitators/Evaluators appointments
- With softball Coaches in Ontario regarding the National Coaching Certification Program and other resources as they relate to the Coaches Program

2. Meetings

- Attend all meetings of the Coaches Committee
- Prepare and distribute meeting notices, agenda and information package/reports in conjunction with the Chair.
- Book meeting rooms and accommodations (as required).
- Take minutes at meeting and distribute following the meeting
- In conjunction with the Coaches Chair attend the Softball Ontario Board Meeting (January/October)

3. Communication

- Manage written and telephone enquiries for the Program. If inquiries are regarding specific to Member Association requirements, direct individual to the appropriate Member Association.
- Prepare all Coaches Press Releases.
- Update Association's Website and Social Media with Coaching Program information

4. Clinics

- Promote NCCP and non NCCP clinics to the softball community
- Support the delivery of the National Coaching Certification Program for softball
- Prepare clinic bid package and distribute to potential and past hosts
- Process bids and copy Chair
- Send confirmation and Host Information Package to Host
- Send out all required clinic materials to Instructor
- Upon return of registration form, prepare course register form and forward to Softball Canada
- Bill host for outstanding fees
- Process and approve instructor expenses
- Maintain clinic inventory
- Enter coach clinic participants in database

5. Instructor Training

- Co-ordinate clinic along with Chair
- Book all facilities, meeting rooms and accommodations (as required) and send out invites.
- Recruit and acknowledge receipt of new instructor applications
- Prepare any reports/handouts as requested by Chair
- Approve all expenses

6. Budgeting

- Prepare and maintain budgets for the Coaches Program

7. Quest for Gold – Coaches Programs

- Promote the Quest for Gold Programs that are available for softball coaches and confirm with the Coaches Association of Ontario participants that have attended NCCP clinics
- Prepare Grant applications for Learning Facilitator Training and Coach Enhanced-Other Category Grant for Coach Committee approval
- Provide assistance to Member Associations that are applying for Quest for Gold grants as they relate to softball coaches

Athlete Programs

CANpitch Program **Softball Performance Centres**

CANpitch Program

1. Liaison

- With CANpitch Program Chair on Program direction.
- With CANpitch Committee, including Master Pitching Instructors on program administration
- With Softball Canada's Staff member responsible for the CANpitch Program.
- With Local Softball Associations (Hosts) of CANpitch Program on program delivery and host responsibilities

2. Meetings

- Attend all CANpitch Committee meetings to report on progress of the Pitching Clinics.
- Prepare and distribute meeting notices, agenda and information package/reports in conjunction with the Chair.
- Book meeting rooms and accommodations (as required).
- Take minutes at meeting and distribute following the meeting
- In conjunction with the CANpitch Chair attend the Softball Ontario Board Meeting.

3. Communication

- Written and telephone. Respond to all general inquiries related to the CANpitch Program.
- Prepare all CANpitch Program email broadcasts to promote Program initiatives.
- Update the Softball Ontario's Web Page and Social with information on the CANpitch Program.
- Prepare media releases when required to promote CANpitch program's events.

4. Clinics

- Prepare clinic bid package and distribute to potential and past hosts.
- Process bids and copy Chair.
- Send confirmation and Host Information Package to Host.
- Send out all required clinic materials to Instructor and track return of equipment.
- Upon return of registration form, prepare course register form and forward to Softball Canada.
- Bill host for outstanding fees.
- Process and approve instructor expenses.
- Maintain clinic inventory.
- Ensure that Softball Ontario Umpire Instructors have completed the Vulnerable Sector Screening and Softball Ontario Volunteer Application forms prior to facilitating a CANpitch Training Session.

5. Instructor Training

- Co-ordinate clinic along with Chair.
- Book all facilities, meeting rooms and accommodations (as required) through Administrative Assistant.
- Acknowledge receipt of all instructor applications.
- Send out invitation letters to selected instructor/evaluators.
- Prepare any reports/handouts as requested by Chair.
- Approve all expenses.

- Attend instructor training (when required).

6. Budgeting

- Prepare and maintain budgets for the CANpitch Program
- Manage expenses and financial reports as they relate to the CANpitch Program in conjunction with Executive Director

7. Reporting

- Prepare status reports for CANpitch Program to Chair and Committee
- Prepare annual reports for Softball Canada's Staff Member responsible for CANpitch

Softball Performance Centres Program

1. Liaison

- With LTPD Technical Chair on program direction.
- With LTPD Technical Committee and SPC Head Coaches on program administration

2. Meetings

- Attend all LTPD Technical Committee meetings to report on progress of SPC's.
- Prepare and distribute meeting notices, agenda and information package/reports in conjunction with the Chair.
- Book meeting rooms and accommodations (as required).
- Take minutes at meeting and distribute following the meeting
- In conjunction with the LTPD Technical Chair attend the Softball Ontario Board Meeting.

3. Communication

- Written and telephone. Respond to all general inquiries related to the SPC Program, written or by phone.
- Update the Softball Ontario's Web Page with information on the SPC Program.
- Prepare media releases when required to promote SPC Program.

4. Training Sessions

- Prepare resources for training session as requested by Head Coaches or Committee.
- Send out all required training session materials to Head Coaches and track return of equipment.
- Set up and manage SPC Registrations and prepare registration information for Head Coach or Host.
- Process and approve instructor expenses.
- Maintain Program inventory.
- Ensure that Softball Ontario Instructors have completed the Vulnerable Sector Screening and Softball Ontario Volunteer Application forms prior to facilitating a SPC session.

U10 @ Play Program

1. Liaison

- With LTPD U10 @ Play Chair on program direction.
- With LTPD U10 @ Play Committee on program administration

2. Meetings

- Attend all LTPD U10 @ Play Committee meetings to report on progress of U10 @ Play initiative.
- Prepare and distribute meeting notices, agenda and information package/reports in conjunction with the Chair.
- Book meeting rooms and accommodations (as required).
- Take minutes at meeting and distribute following the meeting
- In conjunction with the LTPD U10 @ Play Chair attend the Softball Ontario Board Meeting.

3. Communication

- Written and telephone. Respond to all general inquiries related to the U10 @ Play Initiative, written or by phone.
- Update the Softball Ontario's Web Page with information on the U10 @ Play Initiative.
- Prepare media releases when required to promote U10 @ Play Initiative.

4. U10 @ Play Events

- Prepare resources for U10 @ Play events as requested by the Committee.
- Recruit Hosts for the U10 @ Play events.
- Ensure all necessary equipment is available for the U10 @ Play event
- Process and approve U10 @ Play event expenses.
- Work with the Host on event registrations, event format, budget, Fun Zone and Skill Zone activities.
- Process U10 volunteer expenses as per budget.
- Maintain Program inventory.

Learn to Play Program

1. Communication

- Written and telephone. Respond to all general inquiries related to the Learn to Play Program, written or by phone.
- Update the Softball Ontario's Web Page with information on the Learn to Play.
- Prepare media releases when required to promote Learn to Play.
- Assist Local Softball Association, in conjunction with the Member Services Co-ordinator, with using the Learn to Play Program within their Association.