



**judo
alberta**
THE ALBERTA KODOKAN BLACK BELT ASSOCIATION

Judo Alberta – The Alberta Kodokan Black Belt Association
11759 Groat Road NW
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Office: (780) 427-8379
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Email: judo@judoalberta.com
www.judoalberta.com

POSITION DESCRIPTION

POSITION TITLE: COACHING COMMITTEE CHAIR

PRIMARY FUNCTION

1. To coordinate the activities of the Coaching Committee and to chair Committee meetings.
2. To train and develop our athletes to a high performance level and to train them to become good leaders.

GENERAL RESPONSIBILITIES AND DUTIES

1. Prepare draft budgets for review by the Committee.
2. Administer the annual approved budget.
3. Attend the Board of Directors meeting each year and present recommendations for programs related to the Coaching Committee.
4. Attend the Annual General Meeting and present a report on the activities of the Committee. Verbal report is to be presented to the membership. Written and signed report is to be presented to the Secretary.
5. Liaise with the Executive and with the Judo Canada Coach.
6. Submit notices of Committee meetings to the Secretary and to the President.
7. Submit minutes of Committee meetings to the Secretary.
8. Send copies of all correspondence to the Secretary.
9. To train and develop the competitors for the provincial team.
10. Keep records and data on the provincial team members: attendance at training camps, results of designated tournaments.
11. Develop and recommend policies related to the selection of athletes for tournaments and provincial team.
12. Conduct training camps.
13. Assign duties to assistant coaches at training camps.
14. Select coaches for various tournaments.
15. Arrange all travel and accommodation for athletes and coaches to events, including payment for them. (If the Executive Director position is active, then the Executive Director may take over this function.)
16. To make sure registrations for athletes for Judo Alberta selected tournaments are submitted in time for the competition.





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17. Submit the Committee's selection of athletes for tournaments as per the Judo Alberta Selection Policy.
18. Select recipients of Judo Alberta awards and submit to Executive for approval.
19. Develops and recommends policies and guidelines relating to the coaching committee and to the athletes.

INTERNAL CONTACTS AND RELATIONSHIPS

1. The Chair of the Committee is appointed by the Executive for a 2 year term.
2. The Chairman selects the remaining Committee members and submits the list for approval to the Executive Committee.
3. Works closely with athletes and their coaches.
4. As a member of the Selection Committee, recommends the selection of athletes to tournaments and to the provincial team.

EXTERNAL CONTACTS AND RELATIONSHIPS

Acts as liaison between athletes, coaches and the following organizations:

- Judo Canada
- Alberta Sport Connection
- Western Canada Games
- Canada Winter Games

AUTHORITY AND EXPENDITURE LIMITS

1. Expenditures limited to approved budget with Committee confirmation.
2. Works within the framework of Judo Alberta policies and practices.

KNOWLEDGE AND QUALIFICATIONS

1. Third degree black belt and up.
2. Registered member of Judo Alberta.
3. Certified at NCCP Level III or higher.
4. National medalist or experienced National competitor desirable.
5. Must be willing to travel extensively with a team.
6. Must be willing to attend most selection tournaments in the province of Alberta to monitor the performance of the competitors.

