

**HEAD COACH, RAVENS FOOTBALL  
RECREATION AND ATHLETICS  
CARLETON UNIVERSITY**

**POSITION DESCRIPTION**

Reporting to the Assistant Director, High Performance, Recreation & Athletics, the Head Coach will be responsible for building a culture of excellence and continue to build a quality Carleton University Ravens Football Program through coaching, program management, academic support, recruiting, communication and community outreach.

The Head Coach will be the lead spokesperson of the football program promoting and enhancing the image of Carleton Ravens football both within the university and externally.

The Head Coach will be responsible to create an environment conducive to the development of student-athletes in a University setting and lead the Varsity Program in a manner that is consistent with the values of Carleton University and in accordance with the Athletic Department's Code of Conduct.

It is critical that the Head Coach respects the annual operational and planning cycles in order to ensure appropriate support and resources for this program.

Carleton University is strongly committed to fostering diversity within its community as a source of excellence, cultural enrichment and social strength.

**ROLE MANDATE**

**Mission**

To lead a quality and sustainable varsity football program at Carleton University.

**Initial Outcomes**

1. Ensure Carleton's football program has the organizational structure required, and capabilities to build a team for season.
2. Recruit players and organize and operate a successful training camp.
3. Establish relationships with the Carleton University community, Old Crows Society and the community at-large.
4. Recruit and hire coaching staff, and recruit players.
5. Establish operational budget, contribute to fundraising efforts of the Old Crows Football Inc.

**SPECIFIC RESPONSIBILITIES**

- A. Coaching  
the Head Coach is responsible for coaching the team in a positive environment that is

consistent with the values of Carleton University and fosters the development of the student athletes by:

1. Hiring qualified assistant coaches and the management of them
2. Setting annual program competitive objectives, which motivate. Student-athletes to strive for their greatest potential both athletically and academically.
3. Developing, with the assistance of the technical coaching staff, tools to realize the achievement of the program objectives:
  - i. Annual training and practice plans for the team and individual student-athletes,
  - ii. Systems which make the best use of student-athlete talents,
  - iii. Game strategies in preparation for each competition, and
  - iv. Regular evaluation of progress through the review of statistics and other feedback.
4. Coordinating the responsibilities of the coaching staff.
5. Undertaking an annual review of team performance and overall technical assessment.

#### B. Program Management

The Head Coach is responsible for the efficient and economical management of the program by:

1. Developing, implementing and evaluating the program's annual plans.
2. Working with the Assistant Director, High Performance Sport on completing the program's annual competitive schedule.
3. Developing the program's annual facility requirements and submitting requests to the Assistant Director;
4. Providing information on the team's travel requirements to Student-Athlete Service Coordinator according to the Varsity Travel Policy.
5. Providing the necessary information in advance to the appropriate department staff concerning the organization of team-related activities, including equipment purchases, home games, training camps, and practice sessions.
6. Selecting, directing, supervising and evaluating the program's assistant coaches.
7. Working with the Department to ensure the student-athletes meet the OUA/USPORTS eligibility requirements.
8. Lead the student-athletes in the USPORTS Drug Education On-line E-Learning Program, the Carleton Code of Conduct and Anti Hazing Program.

#### C. Recruiting

The Head Coach is responsible for the recruitment of student-athletes by:

1. Establishing on-going contact with potential student-athletes under the OUA and USPORTS regulations.
2. Establishing strong relationships with school and club level football locally, regionally and nationally.
3. Communicating to prospective student-athletes regarding the programs and facilities available at the University and to facilitate on campus meeting with appropriate department representatives for potential athletes.

#### D. Academic Support

The Head Coach is responsible to **ensure academic support** for student athletes by:

1. Coordinating with the Student-athlete Services Coordinator the participation in study hall, academic support workshops.
2. Working with SASC to provide those with special needs or on academic warning with academic support.
3. Ensure all paperwork is submitted to maximize student Athletic Award and Bursary opportunities.

#### E. Financial Management

The Head Coach is responsible to manage the program's annual operating budget in an effective and efficient manner by:

1. Assisting in the preparation of an annual budget by identifying planning cycles, league travel, equipment requirements and other operational issues. Follow the **university's and department's procurement and financial policies** and procedures including proof of purchase.
2. Monitoring the approved budget on a regular basis.
3. Working with the Old Crows Alumni to coordinate fundraising activities which will enhance the overall operations of the program (exhibition travel, equipment, apparel purchases etc.), the program has an annual fundraising target established.
4. Conducting a year-end budget review.

#### F. Communication and Community Outreach

The Head Coach is responsible for promoting the program within the community, consultation with the Assistant Director, Marketing and Brand Strategies and other Departmental Staff:

1. Responding to requests for information or interviews from the media, High Schools, and other community groups as well as sport information in a manner that reflects the values of Carleton University.
2. Assist the Game Operations and Game Day Coordinators where appropriate in regard to technical matters and passes to home games.
3. Representing the University and the Program at OUA coaches' conference and USPORTS national meetings, and other community events as appropriate.

### **CANDIDATE SPECIFICATION**

Candidates will need to demonstrate the following qualifications skills for this role:

- Expertise and accomplished football coaching at a high level such as university or college;
- Leadership experience for this type of role. Organization development and operational skills;
- Excellent communication skills;
- Experience building and managing people to reach their full potential as individuals and as a team; most importantly managing the student-athletes in terms of their academics, athletics and dealing with their personal issues – building future leaders and fine young men;

- Experience in building a successful program of this type;
- Experience working with senior management and a range of stakeholders;
- Knowledge of both the university and Canadian University sport environments and the Canadian sport system;
- Demonstrated expertise and/or knowledge in the recruitment of student athletes;
- Demonstrated ability to work both independently and as a part of a team;
- Integrity – a role model for students. A mentor and motivator;
- Ability to foster relationships with alumni, academic units, university staff, colleagues, students and community associations;
- Superior interpersonal skills including a strong student-athlete centered focus;
- Superior ability to listen, consult and implement decisions;
- Strong organizational and administrative skills.
- University (post-secondary) degree
- NCCP Coaching certification (minimum Coordinator Level – Football Canada)
- Minimum of 5 years coaching experience and proven success at a high performance level
- Recent head coach experience at USPORTS level will be considered a strong asset.