

Toronto Triathlon Club Board Description of Role of Training Director

Mission Statement:

Develop new and maintain existing training offerings that meet the varied preferences, abilities, and locations of TTC members.

Term: Two years

The role is elected at the Annual General Meeting

Primary Duties

1. Strategic planning
 - a. Assess needs for expansion of training offerings and develops budgets for Camps, Clinics, Events:
 - New locations
 - New training camps
 - New types of training programs, workouts, and clinics
 - New intra-club competitions
2. Personnel
 - a. Maintain oversight over club coaches
 - Interview potential new club coaches
 - Hire and dismiss coaches
 - Contract Review for coaches
 - Conduct annual performance reviews (with ED)
3. Club workouts
 - a. Verify – through periodic surveys and member poling – that the existing club workouts are meeting the needs of members and are in line with the strategic plan
 - b. Investigate the need for new offerings
 - c. Be familiar with all workouts and help secure a coach when needed and time allows.
 - d. Be familiar with the administrative requirements – sign in, payment, etc. – of workouts and support the ED when necessary
 - e. Be aware of Triathlon Ontario Sanctioning requirements
4. Clinics
 - a. Verify – through periodic surveys and member poling – that the existing club clinics are meeting the needs of members and are in line with the strategic plan

- b. Investigate the need for new offerings
 - c. Support the ED in the administration of clinics
5. Training Camps
- a. Verify – through periodic surveys and member polling – that the existing club camps are meeting the needs of members and are in line with the strategic plan
 - b. Investigate the need for new offerings
 - c. Support the ED in the administration of camps
 - Hire qualified coaches and instructors to lead camp workouts

Time Commitment

Throughout the year, the time commitment is estimated to be 10-15 hours per month.

Additional Expectations

- Attend Board meetings as per the Club Bylaws
- Contribute to any other board initiatives and communications in a timely manner, including responding to emails regarding Board business
- Support other Board Members in completing their tasks
- Participate in TTC social media discussions as appropriate
- Attend Club events & races to represent the Board
- Goal should be to attend 1-2 club events/races per month throughout the year