

Tasks analysis

Date : 11/07/2001

Competition Coach 1

All environments

__ompetencies involved

- 1- Problem solving
- 2- Valuing
- 3- Interaction
- 4- Critical thinking
- 5- Leadership

Program design

	Importance	Time	
Design a weekly program	great	a lot	124
Set personal goals	great	a little	
Implement programs written by Head Coach	great	a little	
Follow program priorities	great	a little	
Follow program vision and philosophy	great	a little	
Evaluate effectiveness of programs	great	a little	124
Select events from competition schedule	great	a little	124
Develop contingency plans	medium	a little	124
Adjust program design where necessary	medium	a little	124
Design a seasonal program			124
Design a long-term development program (multi-year)			124
Design evaluation process for program			124
Set program vision and philosophy			1245
Determine contribution of support experts			1245
Identify financial resources needed			14
Identify resources available for program development			14
Design an integrated yearly program			124
Implement already created lesson plan			
Create a lesson plan			124
Identify objective(s) of session/lesson			125
Set program priorities			1245
Set program goals and objectives			1245
Set seasonal goals and objectives			
...			

Program management

	Importance	Time	
Interact with parents	great	medium	12345
Track athlete participation and progress	great	a little	
Manage program equipment	great	a little	14
Maintain and inventory equipment	great	a little	1
Identify facility needs	great	a little	124
Implement retention strategies	medium	medium	
Participate in competition meetings	medium	a little	2345
Make travel arrangements for competitions	medium	a little	1
Accounts for expenses related to activities	medium	a little	124

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Program management

	Importance	Time	√
Use new technologies (computers)	minimal	a little	14
Prepare reports	minimal	a little	234
Interact with officials/referees	minimal	a little	2345
Interact with sport administrators	minimal	a little	12345
Keep performance records	minimal	a little	1
Manage time in training and competition	minimal	a little	124
Make travel arrangements for training	minimal	a little	1
Develop selection criteria for staff			124
Evaluate staff			12345
Hire staff to assist in program implementation			1234
Design selection/de-selection process			1234
Implement selection procedures			1234
Integrate contribution of experts into program			1245
Register athlete/teams in competition			3
Track and document athlete health status			1
Train staff			12345
Supervise staff			12345
Manage human resources			12345
Organize PD opportunities for staff			12345
Interact with media			2345
Develop budgets for activities			124
Interact with sponsors/fund raisers			2345
Interact with education system			2345
Publicize program goals/objectives			235
Promote programs			235
Produce communication means			14
Manages Organization's or Club's finances effectively			124
Participate in committees meetings			12345
Create committees/work groups			235
Manage financial resources in projects			124
Organize fund raising events			13
Seek sponsorship opportunities			34
Develop retention strategies			145
Develop recruitment strategies			145

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Program management

	Importance	Time
Mentor developing coaches		
Plan multi-competition tours		
Plan tour specific training camps		
Plan summer day camp programs		
Implement summer day camp programs		
Work with staff and assistant(s)		12345
Communicate with the public		
Write staff job description(s)		124
Assess developing coaches technical sessions		

Support to athletes, Competition

	Importance	Time	
Protect the best interests of athletes	great	a lot	1234
Show respect for opponents and officials	great	a lot	234
Apply Fair Play Code	great	a lot	
Tune/adjust equipment for competition	great	medium	14
Load/unload boat trailer	great	medium	
Council athletes on race-day nutrition	great	a little	
Ensure facilities are safe	great	a little	124
Motivate athletes to compete	medium	medium	1234
Manage athletes in competition	medium	medium	1234
Keep the athlete on task	medium	medium	123
Help athletes apply mental skills	medium	medium	1234
Adjust tactics/strategy during competition	medium	medium	1234
Analyze/read opposition during competition	medium	medium	14
Analyze/read athlete(s) responses in competition	medium	medium	14
Adjust to unexpected situations	medium	medium	1234
Debrief competition results with athletes	medium	medium	1234
Use/interpret the rules	medium	medium	124
Ensure sufficient equipment is available	medium	medium	12
Evaluate competition experience	medium	medium	
Interact with volunteers/parents/staff in competition	medium	medium	
Assist athlete(s) in pre-competition routine	medium	medium	34
Identify competition tactics/strategy	medium	medium	124
Help athletes formulate goals/objectives	medium	medium	12345
Review competition plan with athlete	medium	a little	34

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Support to athletes, Competition

	Importance	Time	
Obtain info. about competition from organizer	medium	a little	3
Prepare athletes to manage success and loss	medium	a little	
Drive a 15 passenger van with full trailer in Canada	minimal	a little	
Act as Club Spokesperson			
Design athlete selection criteria			
Implement athlete selection criteria			
Entry forms submitted to Head Coach			
Complete entries for local and provincial regattas			
Complete entries for national regattas			
Complete entries for international regattas			
Prepare appeals procedure			1234
Scout opposition			14
Drive a 15 passenger van with full trailer in North America			
Drive a 15 passenger van with full trailer internationally			
Use/interpret rules for national competitions			
Use/interpret rules for international competitions			
Test equipment for competition			14
Manage athlete preparation prior to competition			
Select equipment for competition			12
Manage volunteers/parents/staff in comp.			12345
Decide which athletes compete			1234
Participate in an officiating capacity			12345

Support to athletes, Training

	Importance	Time	
Sequence learning activities	great	a lot	124
Teach technical progressions	great	a lot	1234
Teach basic skills	great	a lot	1234
Develop energy system training program	great	a lot	124
Implement energy system training program	great	a lot	
Teach the rules of the sport	great	a lot	1234
Conduct practices/training sessions	great	a lot	12345
Conduct conditioning program	great	a lot	12345
Develop/implement recovery strategies	great	a lot	124
Observe athlete performance	great	a lot	134
Teach water safety	great	a lot	

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Support to athletes, Training

	Importance	Time	√
Prescribe corrective measures	great	a lot	1234
Detect errors	great	a lot	14
Diagnose technical problems/errors	great	a lot	134
Analyze athlete performance	great	medium	14
Teach basic competition tactics	great	medium	1234
Develop program for team building	great	medium	1245
Demonstrate skills	great	a little	34
Keep records of performance level of athletes	great	a little	1
Ensure that facilities are safe	great	a little	124
Administer basic first aid	great	a little	134
Adjust to unexpected situations	great	a little	12345
Provide feedback to athletes	medium	a lot	1234
Use video and other technologies	medium	medium	13
Council athletes about nutrition	medium	medium	1234
Conduct fitness testing	medium	medium	12345
Monitor athlete progress	medium	medium	14
Adjust teaching methods to suit learner	medium	medium	1234
Direct/control intensity of activity(ies)	medium	medium	13
Develop program for flexibility	medium	medium	124
Develop resistance training program	medium	medium	124
Motivate athlete(s) to train	medium	medium	2345
Identify competition tactics/strategies	medium	medium	124
Ensure equipment is appropriate	medium	a little	124
Set up training environment	medium	a little	134
Help athletes formulate goals/objectives	medium	a little	12345
Direct/supervise warm-up activities	medium	a little	3
Demonstrate tactics/strategies	medium	a little	34
Supervise non-paddling participation activities	minimal	a little	
Implement basic equipment repairs	minimal	a little	
Develop program for relaxation			124
Teach advanced skills			1234
Teach advanced competition tactics			1234
Develop program for imagery			124
Develop program for emotional control			124

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Support to athletes, Training

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Council athletes re. event specialization			12345
Develop program for distraction control			124
Develop program for arousal			124
Use fitness test results to adjust programs			124
Assess nutrition status of athletes			14
Perform massage			23
Provide info about doping Policies & Procedures			234
Develop program for speec			124
Teach coping strategies to athletes			12345
Implement advanced equipment repairs			
Manage environmental factors			1234
Supervise dock activity			
Ensure environment is safe			124
Manage negative effects of travel			134
Supervise developing coaches technical sessions			

Social support

	Importance	Time	
Teach values through sport	great	a lot	12345
Provide equal attention to each participant	great	a lot	23
Promote participation in sport	great	a lot	2345
Listen to athlete(s)	great	a lot	234
Ensure equal involvement of all participants	great	a lot	1234
Motivate athletes to learn	great	a lot	12345
Make sure fun is a priority in all activities	great	a lot	1234
Promote and model ethical conduct	great	a lot	2345
Coach parents re. their involvement	medium	a little	12345
Design activities to increase self-esteem	minimal	a little	124
Encourage athletes to persevere	minimal	a little	235
Manage conflicts	minimal	a little	12345
Promote work ethic in athletes	minimal	a little	2345
Identify optimal context for athletes to make decisions			1245
Influence team spirit/harmony positively			12345
Help athletes become autonomous			12345
Councel athlete(s)			12345
Organize/coordinate awards functions			123

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Organize/coordinate social functions			123
Act as a role model - mentor for other coaches			245
Help athletes develop life skills			
Teach athletes to use professional services			