

## Position Description Form (PDF)

College: Sir Sandford Fleming

Incumbent's Name:

Position Title: Varsity Coordinator

Payband: I

Position Code/Number (if applicable): S00391

Scheduled No. of Hours 37.5 Evenings and weekends as required

Appointment Type: X 12 months                      less than 12 months

Supervisor's Name and Title: Greg Jefford , Director, Student Experience and Athletics

Completed by: Greg Jefford

Date: July 15, 2024

### Signatures:

Incumbent:  
(Indicates the incumbent has read and understood the PDF)

Date:

Supervisor:

Date:

### Instructions for Completing the PDF

1. Read the form carefully before completing any of the sections.
2. Answer each section as completely as you can based on the typical activities or requirements for the position and not on exceptional or rare requirements.
3. If you have any questions, refer to the document entitled "A Guide on How to Write Support Staff Position Description Forms" or contact your Human Resources representation for clarification.
4. Ensure the PDF is legible.
5. Responses should be **straightforward and concise using simple factual statements**.

### Position Summary

Provide a concise description of the overall purpose of the position.

The incumbent has responsibility for coordinating Fleming's Varsity Sports program and ensuring a quality sport experience for our student athletes, coaches, team personnel, Ontario Colleges Athletic Association (OCAA) and Canadian Collegiate Athletic Association (CCAA) colleagues, and fans.

The incumbent will be focussed on the needs of our student athletes, contributing to an environment that promotes academic success and student athlete development that enhances the student experience and a culture within our varsity sports program that is inclusive and a welcoming place for all.

The incumbent has in-depth knowledge of OCAA / CCAA / Canadian Centre for Ethics in Sports (CCES) rules, policies & procedures with responsibility for the development and organization for our Varsity sport programs that includes logistical requirements for our teams. (i.e. scheduling/team travel/meal money/uniforms/equipment/packages)

The incumbent coordinates the recruiting, training, day to day functional guidance for our Varsity coaching staff, Athletic Therapists, student employees and volunteers that contribute to home game operations including minor officials and road game requirements. Reviews & recommends policies and procedures regarding the application of the Varsity programs.

Liaising with city and OCAA staff to ensure effective scheduling of varsity commitments (games/practises) in the gymnasium and sports fields as required. Liaises with physical resources and other identified staff to coordinate opening and closing, and support for sports fields operations.

Liaising with advancement, alumni, and management to explore partnerships to enhance varsity sponsorships.

Incumbent is on-call to be available for team road games as necessary to address transportation issue (i.e. accident), student athlete risk/injury, or impact to competition.

## Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Describe duties rather than detailed work routines.

<p>1. VARSITY SPORTS</p> <ul style="list-style-type: none"> <li>- Responsible for the coordination, development and organization of our Varsity sports programs including logistical requirements for our teams (i.e. team travel/meal money/uniforms/equipment/packages)</li> <li>- Reviews &amp; recommends Fleming student-athlete, coaches, athletic therapists and operational policies &amp; procedures in accordance with OCAA, CCAA and College policies</li> <li>- Develops and recommends Varsity budget for approval</li> <li>- Responsible for developing recruitment program to attract Varsity Athletes through coordinating recruitment initiatives in secondary schools, the College and other identified community and provincial events</li> <li>- Develops and implements systems for registering and organizing varsity participants, co-ordinate OCAA &amp; CCAA varsity eligibility forms, declaration lists, player rosters and maintain appropriate files,</li> <li>- Co-ordinates Varsity scheduling, tournaments, National and Provincial championships hosted by the College and Athlete Alumni Events with support from the athletics team</li> <li>- Coordinates mandatory components for athletes (i.e. Performance Enhancing Drugs Program/Impact Testing/Rowan's Law) to all varsity athletes under the guidelines of the OCAA, CCAA and CCES.</li> <li>- Tracks Student Academic eligibility for OCAA. Includes following eligibility requirements, reviewing and processing sensitive student information (i.e. grades, conduct, financials) Adhering to FIPPA and PHIPPA as appropriate</li> <li>- Co-ordinate Varsity uniforms, equipment, and packages as required,</li> <li>- Coordinators transportation, accommodations and meal money for Varsity away games.</li> <li>- Coordination of the annual Athletic Awards banquet with support from the team</li> <li>- Co-ordinates &amp; administers Athletic Scholarship Program</li> <li>- Co-ordinates &amp; administers Athlete meal &amp; travel compensation program</li> </ul>	55%
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## Support Staff PDF

2. Sports fields – liaises with physical resources and other identified staff within athletics to coordinate opening, closing and maintenance of services for the sports fields	5%
3. Financial Processing <ul style="list-style-type: none"> <li>- Coordinates and processes finance responsibilities and reporting for varsity program including:               <ul style="list-style-type: none"> <li>a) CON PO's for suppliers, transportation providers</li> <li>b) One Card/Varsity payments for student athletes</li> <li>c) Invoice receiving/requests</li> <li>d) Student Athlete scholarships</li> <li>e) Meal money for student athletes</li> </ul> </li> </ul>	10%
4. Varsity Personnel <ul style="list-style-type: none"> <li>- Provides day-day functional guidance to our varsity personnel</li> <li>- Coordinates the recruiting, training and evaluating of the Varsity coaching staff, Athletic Therapists, student employees, placement students and volunteers that contribute to home game operations and road game requirements.</li> <li>- Recruits, trains, and co-ordinates minor officials and student staff in the execution of Varsity sports programs.</li> <li>- Schedules Athletic Therapists for varsity games as required</li> </ul>	20%
5. Home Game Varsity Coordinator <ul style="list-style-type: none"> <li>- Co-ordinates and assists with varsity scheduling/bookings of the Gymnasium in the Peterborough Sport and Wellness Centre and Sports Fields</li> <li>- Works with the PSWC Facility Manager and Director, Student Experience and Athletics to ensure the Centre's and Field operations meets the needs of our students and teams.</li> </ul>	5%
Other related duties as assigned	5%

\* To help you estimate approximate percentages:

½ hour a day is 7%

1 hour a day is 14%

1 hour a week is 3%

½ day a week is 10%

½ day a month is 2%

1 day a month is 4%

1 week a year is 2%

## 1. Education

A. Check the box that best describes the **minimum** level of **formal** education that is required for the position and specify the field(s) of study. Do not include on-the-job training in this information.

- |                                                                                                                              |                                                                           |                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Up to High School or equivalent                                                                     | <input type="checkbox"/> 1 year certificate or equivalent                 | <input type="checkbox"/> 2 year diploma or equivalent                                                           |
| <input type="checkbox"/> Trade certification or equivalent                                                                   | <input checked="" type="checkbox"/> 3 year diploma / degree or equivalent | <input type="checkbox"/> 4 year degree or 3 year diploma / degree plus professional certification or equivalent |
| <input type="checkbox"/> Post graduate degree (e.g. Masters) or 4 years degree plus professional certification or equivalent |                                                                           |                                                                                                                 |
| <input type="checkbox"/> Doctoral degree or equivalent                                                                       |                                                                           |                                                                                                                 |

Field(s) of Study:

3 year diploma in sports management or a post-diploma certificate in sports management plus a 2 year diploma in a related field such as sports administration, physical fitness management, fitness and health promotion or similar

B. Check the box that best describes the requirement for specific course(s), certification, qualification, formal training or accreditation in addition to and not part of the education level noted above and in the space provided specify the additional requirement(s). Include only the requirement that would typically be included in the job posting and would be acquired prior to the commencement of the position. Do not include courses that are needed to maintain a professional designation.

☒ No additional requirements

☐ Additional requirements obtained by course(s) of a total of 100 hours or less

☐ Additional requirements obtained by course(s) of a total between 101 and 520 hours

☐ Additional requirements obtained by course(s) of a total of more than 520 hours

## 2. Experience

Experience refers to the minimum time required in prior position(s) to understand how to apply the techniques, methods and practices necessary to perform this job. This experience may be less than experience possessed by the incumbent, as it refers only to the minimum level required on the first day of work.

Check the box that best captures the typical number of year of experience, in addition to the necessary education level, required to perform the responsibilities of the position and, in the space provided, describe the type of experience. Include any experience that is part of a certification process, but only if the work experience or on-the-job training occurs after the conclusion of the educational course or program.

☐ Less than one (1) year

☐ Minimum of one (1) year

☐ Minimum of two (2) years

☒ Minimum of three (3) years

Co-ordinating a large compliment of Varsity programs and services, which includes knowledge of OCAA / CCAA / CCES rules, policies & procedures. Proven experience coordinating a successful College Varsity program. Experience working in front line customer service environment using conflict resolution and mediation skills. Experience working independently in a team environment, prioritizing and organizing own work. Budget monitoring and development experience. Personnel experience; training, recruiting, supervision, giving direction.

First Aid, Level C CPR, AED training preferred; will be required immediately upon hiring.

Minimum of five (5) years

☐ Minimum of eight (8) years

### 3. Analysis and Problem Solving

This section relates to the application of analysis and judgement within the scope of the position.

The following charts help to define the level of complexity involved in the analysis or identification of situations, information or problems, the steps taken to develop options, solutions or other actions and the judgement required to do so.

Please provide up to three (3) examples of analysis and problem solving that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally:

#1 regular & recurring	
Key issue or problem encountered.	Ongoing coordination and scheduling of booking transportation and accommodations are done in advance but specific details are not confirmed, and/or cancellations may occur throughout the process.
How is it identified?	The problem could be identified a number of ways depending on the situation but the incumbent must consistently check to ensure accuracy of data.
Is further investigation required to define the situation and/or problem? If so, describe.	Have to back track to see where the problem occurred in the process. There is a paper trail, which occurs when there is a change or new information.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	All information is transferred from the master schedule for away games and tournaments. Then the transportation and accommodations are booked with the different providers by emails, phone calls, faxes, tentative contracts are developed and then they are confirmed and finalized nearer the date of travel.
What sources are available to assist the incumbent finding solution(s)? (e.g. past practices, established standards or guidelines).	Past practices & experiences would assist along with the follow up and detailed record keeping.



### 3. Analysis and Problem Solving

#### #2 regular & recurring

Key issue or problem encountered	Game has to be re-scheduled due to weather, field conditions, double booking, power failure, referee or team fails to show up.
How is it identified?	A number of ways, phone call from opposing Varsity/Athletic Co-ordinator indicating that they cannot travel due to weather, field is unplayable- done prior to game with notice. Other times it is without notice and you do not know until game time.
Is further investigation required to define the situation and/or problem? If so, describe.	The Varsity/Athletic Co-ordinator would contact their counterpart to resolve the problem.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Notify the OCAA by telephone or e-mail as required, opposing Varsity/Athletic Coordinator and Senior convenor in writing with the details. A ruling is made and if required have to reschedule the game.
What sources are available to assist the incumbent finding solution(s)? (e.g. past practices, established standards or guidelines).	OCAA Policies & Procedures manual and past practices and experiences.

#### #3 regular & recurring

Key issue or problem encountered	Coach and/or athlete disagreements, inappropriate conduct and behaviour- can occur at practices, home & away games, at the College and in the Community.
How is it identified?	A number of ways by the coach, athletes, other Athletic Coordinators, and coaches, College staff & faculty, PSWC staff, Police, community by phone call, in person, and email.
Is further investigation required to define the situation and/or problem? If so, describe.	Have to follow guidelines depending on the nature of the problem- OCAA/CCAA guidelines, Student rights & responsibilities, FOI, etc. Need to conduct an investigation, document, mediate and/or facilitate the process.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Have to seek answers and find a possible solution in discussion with Manager, Student Experience and Athletes as necessary
What sources are available to assist the incumbent finding solution(s)? (e.g. past practices, established standards or guidelines).	Depending on the situation can bring in other College staff- Counsellors, Human Resources, Managers, specialists, etc.

### 3. Analysis and Problem Solving

#### #1 occasional (if none, please strike out this section)

Key issue or problem encountered	Booking of gym is done in the Perfect Mind system and then transferred for access by the Fleming athletics and/or PSWC staff. Events could be missed, double booked, or recorded wrong.
How is it identified?	Sometimes is discovered by accident before or only when it occurs.
Is further investigation required to define the situation and/or problem? If so, describe.	Check on the booking system to see if event was booked and when it was entered into the system.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Would have to work backwards to ensure it does not happen again. Prevention to review weekly.
What sources are available to assist the incumbent finding solution(s)? (e.g. past practices, established standards or guidelines).	Follow up with PSWC facility booking person, programming staff, rental contracts, and booking system.

#### #2 occasional (if none, please strike out this section)

Key issue or problem encountered	The incumbent is on call while teams are travelling for competition out of office hours, a significant situation arises while a team is travelling for competition. This could be an accident during travel, significant injury to an athlete, delays in arriving for game times due to traffic, busses not arriving for pick up on time, vehicle issues, or weather, resulting in delayed start times, cancelled events, delayed returns home, etc.
How is it identified?	Coaches, athletes, league convenors, colleagues at OCAA host schools, OCAA office personnel, medical staff, bus company etc. notify the athletic coordinator.
Is further investigation required to define the situation and/or problem? If so, describe.	Yes, determine extent of situation and the possible impacts of the situation, by communicating with involved parties via phone call, email, text, etc.

Explain the analysis used to determine a solution(s) for the situation and/or problem.

Explore all possible outcomes and determine the best possible solution given the circumstances and in discussion with Athletic Director. Communicate and direct coaches and athletes on the outcome and way to move forward. Inform all parties involved of the situation and outcomes.

What sources are available to assist the incumbent finding solution(s)? (e.g. past practices, established standards or guidelines).

OCAA scheduling policies and procedures, experience, established agreements with bus company, in situations involving injuries medical advice.

#### 4. Planning/Coordinating

Planning is a proactive activity as the incumbent must develop in advance a method of acting or proceeding, while coordinating can be more reactive in nature.

Using the following charts, provide up to three (3) examples of planning and/or coordinating that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally:

##### #1 regular & recurring

List the project and the role of the incumbent in this activity.

Scheduling of the gym or fields, and road competitions for varsity requires the incumbent to coordinate with the OCAA, PSWC booking person, hotels, transportation providers, Director, and other City & Fleming users to ensure there are no problems or conflicts

What are the organizational and/or project management skills needed to bring together and integrate this activity?

Must be able to manage time effectively, listen, process mapping, scheduling and constant follow up as required.

List the types of resources required to complete this task, project or activity.

Booking system, files and contracts

How is/are deadline(s) determined?

Sometimes there is notice and we can deal with it in advance and other times not until the request is made.

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

When possible will be done by communicating scheduling requests, or meet to work it out and if there is not enough time then the Director would make the final decision.

#### 4. Planning/Coordinating

##### #2 regular & recurring

List the project and the role of the incumbent in this activity.

Varsity Co-ordinator works with OCAA colleagues to determine Varsity schedule.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

Must be able to multi-task, highly organized, process mapping skills, and constant follow up.

List the types of resources required to complete this task, project or activity.

Over-all gym/field schedule to slot home games in, previous records/schedules for Varsity teams.

How is/are deadline(s) determined?

Games and tournaments are scheduled as per OCAA guidelines. (May and June each year)

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

The OCAA membership will discuss possible solutions if there are scheduling conflicts and then work with Athletic and PSWC staff to resolve

##### #3 regular & recurring

List the project and the role of the incumbent in this activity.

Responsible for Finance, Purchasing and budget planning.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

Must be able to forecast all expenditures and revenues for each sport budget and maintain projected targets.

List the types of resources required to complete this task, project or activity.

Previous budgets, level of activity, current trends and inflation index.

How is/are deadline(s) determined?

Budget review and year-end.

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

The incumbent will determine if the changes can be absorbed in the current budget and if there is an impact then would consult with Director for decision.

#### 4. Planning/Coordinating

##### #1 occasional (if none, please strike out this section)

List the project and the role of the incumbent in this activity.

Incumbent must plan, coordinate and secure approved final rosters and declaration lists for student athletes and teams that enable student athletes and teams to compete in varsity competition through Ontario.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

Must be highly organized, utilizing superior communication, time management, leadership skills recognizing hr, risk and budget impacts if not completed with accuracy and meeting timelines for completion.

List the types of resources required to complete this task, project or activity.

Declaration lists are processed at Must have approval from Director, Student Experience and Athletics for recommendations impacting budget, risk, HR.OCAA/CCAA workbook, operations manual, past practices, and previous reports.

How is/are deadline(s) determined?

Deadlines for declaration lists are determined by the OCAA. Incumbent sets deadlines for coaches, Registrar and Athletic Director to ensure timelines can be met toward completion and submission to the OCAA, weeks ahead of competition for planning leading up to deadlines. This occurs ahead of and during each fall and winter semester, often during extremely busy start up periods where the incumbent needs to obtain cooperation from coaches to obtain student athlete and team rosters, and signatures from the College Registrar and Athletic Director before submitting to the OCAA.

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

Incumbent determines if adjustments are needed to ensure timely completion and submission of declaration lists. Incumbent recognizes changes could impact key campus partner (ie Registrar's Office review and completion).

##### #2 occasional (if none, please strike out this section)

List the project and the role of the incumbent in this activity.

Coordinate the monthly Phoenix Leadership Committee. that includes student athletes, support staff and Athletic Director. Engaging in monthly meetings to improve student athlete experience and communication between student athletes and athletics.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

Must be highly organized with strong leadership, presentation, teamwork, and communication skills. Coordinates logistics, materials needed by identified deadlines, which could impact the schedules of the participants including the Athletic Director, Support Staff and/or Student Athlete participants.

List the types of resources required to complete this task, project or activity.

Room availability, PLC members meeting availability, hospitality ordering, access to AV for remote access to meetings.

How is/are deadline(s) determined?

Members are nominated by coaches and teammates and confirmed by department. Meeting dates and times are determined by polling of PLC members. Meetings take place monthly as determined by the incumbent.

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

The incumbent determines if changes are required. At times scheduled meetings may need to be changed for various reasons. Changes will be sent to the committee for review.

## 5. Guiding/Advising Others

This section describes the **assigned responsibility** of the position to guide or advise others (e.g. other employees, students). Focus on the actions taken (rather than the communication skills) that directly assist others in the performance of their work or skill development.

Though Support Staff cannot formally "supervise" others, there may be a requirement to guide others using the incumbent's job expertise. This is beyond being helpful and providing ad hoc advice. It must be an assigned responsibility and must assist or enable others to be able to complete their own tasks.

Check the box(es) that best describe the level of responsibility assigned to the position and provide an example(s) to support the selection, including the positions that the incumbent guides or advises.

Regular & Recurring	Occasional	Level	Example
X		Minimal requirement to guide/advise others. The incumbent may be required to explain procedures to other employees or students.	Work with the Facility booking coordinator to schedule all gym varsity bookings.
X	<input type="checkbox"/>	There is a need for the incumbent to demonstrate correct processes/procedures to others so that they can complete specific tasks.	Student worker for events. Ex. Putting down the gym floor covering for events, banquets and meetings.
X	<input type="checkbox"/>	The incumbent recommends a course of action or makes decisions so that others can perform their day-to-day activities.	With the OCAA Central office, other College partners, convenors and coaches.  Other staff in the Athletics and Recreation department.
x	<input type="checkbox"/>	The incumbent is an active participant and has ongoing involvement in the progress of others with whom he/she has the responsibility to demonstrate correct processes/procedures or provide direction.	
X	<input type="checkbox"/>	The incumbent is responsible for allocating tasks to others and recommending a course of action or making necessary decisions to ensure the tasks are completed.	Part time staff, student staff, placement students, coaches, volunteers

## 6. Independence of Action

Please illustrate the type of independence or autonomy exercised in the position. Consideration is to be given to the degree of freedom and constraints that define the parameters in which the incumbent works.

What are the instructions that are typically required or provided at the beginning of a work assignment?	
Regular and Recurring	Occasional (if none, please strike out this section)
Specific assignment identified with general instructions with expectations to develop and complete within established time frame policies and guidelines.	

What rules, procedures, past practices or guidelines are available to guide the incumbent?	
Regular and Recurring	Occasional (if none, please strike out this section)
O.C.A.A. Policies and Procedures Manual Department budget, objectives and plan C.C.A.A. Policies and procedures manual College financial and strategic plans O.C.C.R. Policies and procedures manual Student Government/Athletics agreement C.C.E.S. Policies and procedures	

How work is reviewed or verified (e.g. feedback from others, work processes, Supervisor)?	
Regular and Recurring	Occasional (if none, please strike out this section)
Supervisor is available for review of major projects and/or initiatives and for resolution or problems. Incumbent meets periodically with supervisor to review activities and initiatives. Annual reports are prepared outlining progress. Special assignments are review upon completion.	



**6. Independence of Action**

Describe the type of decisions the incumbent will make in consultation with someone else other than the Supervisor?	
Regular and Recurring	Occasional (if none, please strike out this section)
	Bookings in the gym that have impact on regular programming

Describe the type of decisions that would be decided in consultation with the Supervisor.	
Regular and Recurring	Occasional (if none, please strike out this section)
HR, Budget and Risk Implications Significant issues that impact on reputation, budget, health and safety of the facility/fields users and major facility repairs Issues which have legal implications Varsity Personnel/Coaching concerns Annual budget submission and review	

Describe the type of decisions that would be decided by the incumbent.	
Regular and Recurring	Occasional (if none, please strike out this section)
Purchasing of Varsity equipment, supplies and uniforms. Travel and accommodations for varsity teams. Scheduling for varsity sport competitions for all teams.	Design t-shirts and uniforms for athletic teams

## 7. Service Delivery

This section looks at the service relationship that is an assigned requirement of the position. It considers the required manner in which the position delivers service to customers. It is not intended to examine the incumbent's interpersonal relationship with those customers and the normal anticipation of what customers want and then supplying it efficiently. It considers how the request for service is received and the degree to which the position is required to design and fulfil the service requirement. A "customer" is defined in the broadest sense as a person or groups of people and can be internal or external to the College.

In the table below, list the key service(s) and its associated customers. Describe how the request for service is received by the incumbent, how the service is carried out and the frequency.

Information on the service		Customer	Frequency (D, W, M. I)*
How is it received?	How is it carried out?		
Students fill out the student-athlete form to become an athlete.	- Direct, E-mail, Website, in-person, through coach, phone, Electronic form	Potential & Current Student, athletes	W
PSWC members obtaining information regarding the Home Game Varsity schedule	- could be direct contact or through other staff	PSWC members	W
Incumbent works with OCAA, varsity personnel and partners to best service teams coaches and student athletes	Incumbent has to service all of our varsity teams and determine which option(s) best suit the needs of each sport for games/practises/travel. The incumbent then has to provide rationale to the customer (coaches/athletic therapists/athletes) on the options available and how they determined the best option for their team.	Coaches, Athletic Therapists, athletes, OCAA, CCAA	W

## Support Staff PDF

Incumbent receives scheduling guidelines from the OCAA and community partners as well as scheduling requests from coaches and determines the most suitable schedule for all varsity programs.	The incumbent reviews the scheduling needs of each program, confirms space availability, ensures schedules don't conflict with one another, and presents options to customers before confirming varsity programming.	Coaches, athletes, community partners, City of Peterborough, OCAA	M
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\* D = Daily    W = Weekly    M = Monthly    I = Infrequently

**8. Communication**

In the table below indicate the type of communication skills required to deal effectively with others. Be sure to list both verbal (e.g. exchanging information, formal presentations) and written (e.g. initiate memos, reports, proposals) in the section(s) that best describes the method of communication.

Communication Skill/Method	Example	Audience	Frequency (D, W, M, I)*
Exchanging routine information, extending common courtesy	Program details, registration forms/process, sport meetings availability of facilities	Students	D
	Activity updates, info. Sharing, student eligibility	Staff in own and other College Departments	D/W
Explanation and interpretation of information or ideas	Explains summary sheets, game sheets, reporting procedure,	Minor and Major Game Officials	D/W.
	Athlete academic progress		W
	Guides and advises, acts as resource person	Faculty	W/M
	Rules, safety, eligibility, doping program information	SAC Athletic Associations	W
Imparting technical information and advice	Rule interpretation, eligibility	Varsity Teams/players/coaches	D
	Reviewing, processing and sensitive student information (i.e. grades, conduct, financials)	Coaches	M
	Adhering to FIPPA and PHIPPA as appropriate	Student Athletes, RO, OCAA	M
	Sports Information Sessions for Tryouts		
Instructing or training	Coaches Orientation Session	Coaches	I

Obtaining cooperation or consent	<p>Coach and athlete disagreements, irate customers, double booking of facility</p> <p>Declaration lists: cooperation from coaches to get student/team rosters, followed by cooperation and consent from College Registrar and Athletic Director for signature on declaration lists at key times during start up and beyond</p> <p>Athletic Vendor(s). Ordering Uniforms and pricing. Timelines to align with vendor, and competition to obtain in time for fall and winter sport. Adjustment on prices for delays. Maximize price points and delivery times</p> <p>Space, gaining cooperation and consent from city partners on athletic facility space requirements including Peterborough Sport and Wellness (year round), and Sports Fields (May – October)</p> <p>Busing &amp; accommodation (i.e. bus company delayed. Discuss and agree uponS alternative fee based on delay or impact on travel and competition. Gain cooperation on agreed upon times for scheduling and travel.</p>	<p>Coaches, athletes, members, colleagues/</p> <p>OCAA/CAA, Supplier, Athletic Facility Partners, bussing companies, and hotel companies.</p>	<p>M</p> <p>W</p>
Negotiating			

\* D = Daily W = Weekly M = Monthly I = Infrequently

## 9. Physical Effort

In the tables below, describe the type of physical activity that is required on a regular basis. Please indicate the activity as well as the frequency, the average duration of each activity and whether there is the ability to reduce any strain by changing positions or performing another activity. Activities to be considered are sitting, standing, walking, climbing, crouching, lifting and/or carrying light, medium or heavy objects, pushing, pulling, working in an awkward position or maintaining one position for a long period.

Physical Activity	Frequency (D, W, M, I)*	Duration			Ability to reduce strain		
		< 1 hr at a time	1 - 2 hrs at a time	> 2 hrs at a time	Yes	No	N/A
Sitting	D	X			X		
Setting up equipment	W	X			X		
Lifting equipment and supplies	W		X		X		
Lifting uniforms	W	X			X		
Laundry	W	X			X		
Tents	M	X			X		
Soccer Nets	M	X			X		
Dumbbells/Plates in High Performance Area	M	X			X		

\* D = Daily W = Weekly M = Monthly I = Infrequently

If lifting is required, please indicate the weights below and provide examples.

X Light (up to 5 kg or 11 lbs)

supplies

-equipment

- laundry

X Medium (between 5 to 20 kg or 11 to 44 lbs)

- uniforms

- equipment

- supplies

X Heavy (over 20 kg or 44 lbs)

-Tents  
-Soccer nets  
-Dumbbells and plates in high performance area

## 10. Audio Visual Effort

Describe the degree of attention or focus required to perform tasks taking into consideration:

- the audio/visual effort and the focus or concentration needed to perform a task and the duration of the task, including breaks (e.g. up to 2 hours at one time including scheduled breaks)
- impact on attention or focus due to changes to deadlines or priorities
- the need for the incumbent to switch attention between tasks (e.g. multi-tasking where each task requires focus or concentration)
- whether the level of concentration can be maintained throughout the task or is broken due to the number of disruptions

Provide up to three (3) examples of activities that require a higher than usual need for focus and concentration.

Activity #1	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Conducting training sessions for coaches, facility staff, student athletes and event volunteers	M		X	
Can concentration or focus be maintained throughout the duration of the activity? If not, why? <input checked="" type="checkbox"/> Usually <input type="checkbox"/> No				

Activity #2	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Team travel arrangements	W		X	
Can concentration or focus be maintained throughout the duration of the activity? If not, why? <input checked="" type="checkbox"/> Usually <input type="checkbox"/> No				

Activity #3	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Financial processing	W		X	
Can concentration or focus be maintained throughout the duration of the activity? If not, why? <input checked="" type="checkbox"/> Usually <input type="checkbox"/> No				

\* D = Daily    W = Weekly    M = Monthly    I = Infrequently



## 11. Working Environment

Please check the appropriate box (es) that best describes the work environment and the corresponding frequency and provide an example of the condition.

Working Conditions	Examples	Frequency (D, W, M, I)*
X acceptable working conditions (minimal exposure to the conditions listed below)		D
<input type="checkbox"/> accessing crawl spaces/confined spaces		
X dealing with abusive people	Student athlete may be come upset about decisions made, playing time etc.	I
<input type="checkbox"/> dealing with abusive people who pose a threat of physical harm		
<input type="checkbox"/> exposure to extreme weather conditions		
X difficult weather conditions	Hot, cold, rain, snow, at outdoor varsity games (Rugby, Soccer, Loggersports)	I
<input type="checkbox"/> exposure to very high or low temperatures (e.g. freezers)		
<input type="checkbox"/> handling hazardous substances		
<input type="checkbox"/> smelly, dirty or noisy environment		
X travel	OCAA meetings, select championships, select recruitment events.	I
<input type="checkbox"/> working in isolated or crowded situations		
<input type="checkbox"/> other (explain)		

\* D = Daily    M = Monthly    W = Weekly    I = Infrequently