

# **SQUASH BC'S POST-SECONDARY PROGRAM**

## **JOB DESCRIPTION – POST SECONDARY PROGRAM COORDINATOR**

Revised: December 28, 2019

### **PROGRAM OVERVIEW**

Squash BC focus is to increase participation in the game of squash and to support squash facilities. One of the key programs to support both mandates is the development and implementation of a Post-Secondary Squash Program to introduce and promote squash to Post Secondary students as a life-time sport, maximize court usage at post-secondary institutes (PSI) where squash courts exist on campus, and partner PSI without squash courts with nearby squash facilities. The program is primarily a grassroots initiative.

### **PROGRAM OBJECTIVES:**

Primary objective:

- To foster and support robust squash programs at every post-secondary institute (PSI) that has squash courts and/or is located near a squash facility where the PSI and the squash facility can partner on a squash program.

Secondary objectives:

- To create opportunities for recreational competitive events and activities between PSI's regionally and possibly provincially in Western Canada.
- To re-establish a Squash BC PSI provincial championship.
- To develop a business case for building new squash courts at BC PSI's without courts and refurbishing squash courts where needed.
- To support the University of Victoria's squash program and utilize it as a model for other PSI squash program

### **FACTORS OF CONSIDERATION:**

- SQBC has a limited budget to support the ongoing development and implementation of each PSI squash program. Program must be built for each PSI to be self-sustainable within a 2-3 year time frame.
- Utilize the program concepts of the roving coach/ambassador, the local champions programs and online tools and materials that are being developed by SQBC
- Because PSIs have different access to squash courts, pilot programs in each of the various scenarios is going to be critical. Pilots will create the models for the various programs.
- Evaluation of pilots will be important in finding the right model for the various scenarios.
- Focus on PSIs with access to at least 2 squash courts.
- Focus on creating a vibrant squash community at each targeted PSI led by PSI champions.
- Focus on a program that is primarily grassroots but has the capacity to develop recreational competitive and social opportunities like regional competitions/events
- Ultimately Squash BC would like to reinstate its PSI provincial championship at whatever the appropriate level of play is determined at.
- SQBC recognizes the challenges of travel and distance between PSI and will work to develop programming that best addresses those challenges but in a realistic way.
- Program is branded to Squash BC and is designed to foster individual and facility membership in SQBC.

- Tracking of all participants is important, even if for only one time. Tracking is important for SQBC's reporting to government and other key stakeholders.

## **JOB RESPONSIBILITY OVERVIEW – THE SCOPE**

The Post-Secondary Coordinator will be responsible for the development and implementation of Squash BC's post-secondary program – a program designed to achieve the program objectives as outlined.

### Year One

#### Phase One

- Develop the concept and general 'roll out' for the Post-Secondary Institute program with enough information and context to test it's feasibility.
- Undertake a limited feasibility study involving all key stakeholders e.g. PSI contacts, coaches, student contacts, etc. at 4-5 PSI covering the various models e.g. with squash courts and without and with some regional representation
- Based on the outcome of the feasibility study refine the concept.
- Develop an implementation plan to initiate and build Squash BC's Post-Secondary program – a program that is sustainable in the long term. Implementation plan will need to be detailed for the first two years with a higher level of detail for the next three years. Plan to include measurable objectives including targeted PSIs, mutually agreed to between SQBC and the Coordinator. Implement the plan in year one including identification, hiring, training and supervision of coaches.
- Develop a plan that includes coaching, programming and the supports needed for local PSI champions.
- Develop a three year draft budget for the implementation of the PSI program in BC.
- Develop and/or resources the tools and materials needed to support the squash program at PSI. Tools could include: programming, marketing to attract participants, court maintenance, supporting volunteers, etc.
- Identify and confirm at a minimum 3 PSI pilots. The concept is that each year the PSI program will progressively grow in the number of institutes actively engaged in the program.

#### Phase Two

- Implement the 3 pilots including the hiring and supervision of coaches.
- Evaluate the pilots and revise the program concept, measurable objectives, implementation plan, tools/materials and budget as needed.

### Year Two

#### Phase Three

- Expand the number of PSIs involved in the pilots.
- Continue to supervise assign coaches to each PSI.
- Continue to evaluate the program as a whole and make revisions as needed.

**Other Goals** of the Squash BC Post-Secondary Institute (PSI) Coordinator are to:

- Increase the participation rate of students, staff and faculty in Post-Secondary Institutions (PSI) in the game of squash. Track participation and report to SQBC.
- Provide expertise and advice to PSI squash clubs to assist them with the development of an active squash community within their PSI

- Encourage PSI squash players to improve their squash skills and create more social opportunities between PSIs by developing regional competitions and/or events
- Raise the profile of Squash BC within the PSI and encourage the institution and players to become members of Squash BC
- Identify and publicize opportunities for the squash community to contribute to the success of post-secondary squash (volunteer coaches, club affiliations, sponsorships, partnering with post-secondary squash players, etc.)
- Identify recognition opportunities for PSI program.
- Establish and maintain an active network of Campus Rec coordinators at BC PSIs.
- Establish a means to represent Student squash at SQBC planning meetings and AGMs.

#### **BUDGET ALLOCATED BY SQUASH BC FOR THE POST-SECONDARY PROGRAM:**

##### Year 1

Program Coordinator \$2600 plus GST

Plus a working budget for implementation of the Year 1 PSI program including coaching fees, travel, etc.: \$3000 including taxes

##### Year 2

Program Coordinator \$1300 plus GST

Plus a working budget for implementation of the Year 2 PSI program: \$3000 including taxes