



HIGH PERFORMANCE DIRECTOR (HPD)

JOB DESCRIPTION

The HPD is responsible for the leadership of the national high performance training programmes of the Canadian Fencing Federation (CFF). By leading a team of international calibre coaches and specialists, the primary challenge is to maintain and improve Canada's international success and status in the sport of fencing with a goal of podium potential for the London Olympic Games and sustainability beyond.

The major challenge of the position lies in the responsibility to produce international success as demonstrated by podium performances at World Championships and Major Games and the development of a strong, sustainable feeder system through which the next generation of champions will be produced.

The High Performance Director is responsible for the leadership, development, planning and management of the operational aspects of the HP programmes within the strategic and policy framework of the organization as demonstrated by results of all national team programs and initiatives, transparent decision making and the execution of development programs capable of producing future world calibre national team athletes.

GENERAL RESPONSIBILITY

The High Performance Director will work closely with high performance coaches in creating a coaching team that works with elite, development and junior athletes from across the country and will liaise with relevant Committees of the Fencing Canada Board of Directors as well as staff and volunteers from the Provincial Governing Bodies.

Key Responsibility Areas

National Team Program

- (1) Planning and implementation of all national team activities including quadrennial and annual plans.
- (2) Communication of the HP programmes and decisions in a transparent and open manner to the athletes, coaches, Board and membership.
- (3) Team building to ensure that all partners in creating success are working together for the benefit of the programmes. Work for a closer integration of provincial and national HP programmes.

- (4) Ongoing review and monitoring of high performance objectives in strategic plan, to measurable outcomes.
- (5) Administration of all aspects of high performance management including World Cup, World Championships and Major Games
- (6) Develop / manage criteria for:
 - i. Athlete Assistance Program (AAP “carding”)
 - ii. National Team Athlete selection and entry criteria for World Championships and Major Games
 - iii. National Team Coach selection criteria for World Championships and Major Games
 - iv. Annual direct financial support for athletes

High Performance System Development

Direct all aspects of the National Training Centre in Montreal

Devise and implement Talent ID and development strategies

Develop, manage and monitor a sport science / medicine program

Planning and implementation of programs and systems to ensure sustainable excellence by Canadian Fencers

Partnerships and Relationships

Prepare annual operating reports, annual applications for financial assistance and other reports as required to all funding agencies

Work collaboratively with the Provincial Governing Bodies with regard to athletes, programs and high performance systems in and from their respective provinces

Act as CFF’s representative on all high performance matters with Sport Canada, Canadian Olympic Committee (COC), Own the Podium (OTP), Canadian Commonwealth Games Committee and all Canadian Sport Centres, Canadian Centre for Ethics in Sport (CCES)

Develop positive relationships with high performance coaches and seek their input and feedback where appropriate.

Athlete Administration

- Establish functional communication channels and protocols with elite athletes
- Focussing on a successful outcome at international level, ensure that CFF’s high performance program provides a safe, respectful and appropriate sporting environment and is an enjoyable and rewarding experience for athletes (and coaches)
- Coordinate the provision of personal counselling of athletes with a holistic approach to education, vocation and social development
- Clearly articulate the rules and policies of CFF to the athletes as they relate to their participation in the High Performance Program

Budget and Finance

- Implement the National High Performance Plan within the budgetary confines set by program funding allocated by Sport Canada and OTP and approved by the CFF membership
- Exercise appropriate financial delegation as approved by the CFF
- Monitor financial operations of the various discipline HP programs and coordinate the provision of financial reports to Sport Canada and OTP

ISSUES AND CHALLENGES

- Maintain a focus of continuous improvement and build on the high standards already achieved by CFF
- Engage the network of high performance coaches and service providers in a united and cooperative fashion
- Inspire and lead HP coaches to adopt leading edge approaches to coaching, sports science, sports medicine and innovative research
- Encourage and promote the operation of fencing in a drug free environment
- To work cooperatively with other stakeholders of the High Performance Program

DECISION MAKING AND ACCOUNTABILITY

Management

- Design, plan, manage and evaluate the High Performance Program operations
- Manage the HP programmes and staff
- Make decisions in relation to the overall direction of the High Performance Programs where appropriate in consultation with the Executive Director and in line with the high performance plan
- Ensure that the HP programmes comply with the LTAD plan
- Chair the HP Strategic Planning Committee and HP Selection Committee

Job Dimensions and Reporting Lines

- This position reports to the Executive Director
- The position is responsible for the supervision of HPP staff
- Monitor and supervise all coaches and support staff engaged by CFF

Reporting Protocols

- Monthly briefs and quarterly reports to the CFF Board of Directors
- Reports to various stakeholders and funding & service providers as may be required under respective obligations and agreements – includes Sport Canada and OTP
- Open documentation and decision processes

KEY PERFORMANCE INDICATORS

The successful implementation of the high performance plan, including

- Monitoring international results, in line with targets agreed by Sport Canada and OTP
- Successful development of elite athlete pathway within Canadian Fencing
- Successful implementation of CFF Selection Policy
- Manage the HP operations for the delivery of outcomes on time and within budget
- Ensuring that all HP staff and coaches have opportunities for personal career development and growth as it relates to their position.