



High Performance Program Coordinator

Accountability: The position of High Performance Program Coordinator (HPPC) reports to and is accountable to the High Performance Director (HPD).

Roles and Responsibility: The HPPC is responsible for administrative and program support for CFF programs. The HPPC ensures the administrative support for the HPD.

1. Administration

Provide administrative support to the HPD

- Update HPP Athlete database and Athlete Agreements.
- Maintain HPP Rankings.
- Prepare documentation as required for HP Committees.
- Coordinate the timely publication and distribution of the HP Program documents as required.
- Distribution of National Team Tracksuits.
- Maintain inventory and distribution of orders from CFF Boutique.
- Coordinate athlete responsibilities for WADA/CCES requirements.
- Maintain the CFF HPP performance database, including historical results pertaining to all National Team members.
- Assist with video compilation for National Coaches (using Dartfish).
- Administer CFF responsibilities with any partners with regards to National Training Center(s).
- Implement surveys as identified.

2. International Project Management

Provide logistical support for national team projects

- Ensure that all FIE requirements / deadlines are met for HPP..
- Arrange all aspects of international projects; including, travel, accommodation and other logistics as required.
- Coordinate international official travel and logistics to support HP international projects

3. Communication

Ensure timely communication to all HPP athletes

- Use an effective communication system between the CFF and HPP athletes. Monitor with periodic surveys.
- Ensure the National program athletes receive all communication in time regarding all details pertinent to National Team projects and the National Team policies.
- In conjunction with the HPD, produce a monthly HP update for publication on the web site and distribution to the membership

4. Marketing

Promote National HP Programme Athletes

- Maintain national HP program athlete biographies.
- Prepare press releases related to international results.
- Coordinate marketing/press obligations of HP program Athletes.