



JOB DESCRIPTION HIGH PERFORMANCE DIRECTOR

1.0 DESCRIPTION

- 1.1 ORGANIZATION:** Triathlon Canada
- 1.2 TITLE:** High Performance Director (HPD)
- 1.3 JOB CATEGORY & NATURE OF POSITION:**

The High Performance Director leads all aspects of the organization's high performance program including the national team program, development and junior programs and serves as the Director of the National Triathlon Centre in Victoria, BC.

- 1.4 IMMEDIATE SUPERVISOR:** Executive Director

2.0 GOAL AND GENERAL RESPONSIBILITIES (Key Responsibility Areas – KRAs)

2.1 GOAL

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 development, management and results of all national team programs and initiatives and for the planning and execution of development programs capable of producing future world calibre national team athletes.

2.2 GENERAL RESPONSIBILITY

The High Performance Director will be required to travel extensively in support of fulfilling the goals of the position.

The High Performance Director will work closely with high performance coaches working with elite, development and junior athletes from across the country and will liaise with relevant Committees of the Triathlon Canada Board of Directors as well as staff and volunteers from the Provincial Governing Bodies.

2.2.1 Key Responsibility Areas

A. National Team Program

- (1) Planning and implementation of all national team activities including quadrennial and annual plans.
- (2) Ongoing review and monitoring of high performance objectives in strategic plan, to measurable outcomes.
- (3) Administration of all aspects of high performance management including World Cup, World Championships and Major Games
- (4) 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

B. High Performance System Development

- (1) Direct all aspects of the National Triathlon Centre in Victoria
- (2) Manage Triathlon Canada’s stake in the Regional Triathlon Centre network – currently in Victoria, Winnipeg and Trois Rivières
- (3) Devise and implement Talent ID and recruitment strategies
- (4) Develop, manage and monitor a sport science / medicine program
- (5) Planning and implementation of programs and systems to ensure sustainable excellence by Canadian triathletes

C. Partnerships and Relationships

- (1) Prepare annual operating reports, annual applications for financial assistance and other reports as required to all funding agencies
- (2) Work collaboratively with the Provincial Governing Bodies with regard to athletes, programs and high performance systems in and from their respective provinces
- (3) Liaise with all relevant committees of Triathlon Canada’s Board of Directors
- (4) Act as Triathlon Canada’s representative on all high performance matters with Sport Canada, Canadian Olympic Committee, Road to Excellence, Canadian Commonwealth Games Committee, Pacific Sport and all Canadian Sport Centres, Canadian Centre for Ethics in Sport (CCES) and the International Triathlon Union

- (5) Develop positive relationships with high performance coaches and seek their input and feedback where appropriate.

D. Personnel Management

- (1) Manage all Triathlon Canada and National Triathlon Centre staff, coaches and consultants including annual objectives and appraisals, scheduling and supervision.

3.0 LEVEL OF AUTHORITY

3.1 DEGREES OF SUPERVISION

The High Performance Director will work closely with staff, national level coaches and PGBs in the development and initiation of operations or programs and is expected to undertake actions or decisions where necessary. The HPD reports directly to the Executive Director and as Chair, is expected to liaise closely with the High Performance Committee and National / Regional / Provincial coaches in the development and implementation of programs.