

# HIGH PERFORMANCE COORDINATOR

## Job Description

### **1. Overall Scope of the Position:**

The High Performance Coordinator will work closely with the High Performance Director and National team coaches (Sr, Junior and Espoir) and is responsible for assisting with the high performance programs of Wheelchair Basketball Canada. Wheelchair Basketball Canada is the National Sport Organization responsible for wheelchair basketball in Canada.

### **2. Reporting:**

The High Performance Coordinator shall report to the High Performance Director and Executive Director of Wheelchair Basketball Canada.

### **3. Responsibilities:**

The High Performance Coordinator shall:

#### **3.1 Program Planning and Administration**

- Provide support to the national team coaches and High Performance Director with the development of the rolling quadrennial plan and annual tactical plans for the national team programs (men and women), and including performance targets, timelines and resource requirements;
- Assist the national team coaches with the development and preparation of the competition and training schedules, national team depth charts, AAP nomination forms, player monitoring plan, player skill norms, player fitness norms, player mental training norms and player evaluations;
- Work with the High Performance Director in the development of the high performance program budgets for submission to the Executive Director;
- Assist with the monitoring and management of the High Performance budget;
- Provide pertinent information about program finances, controls and reporting mechanisms as directed to the national team coaches, athletes and staff as necessary.

#### **3.2 National Teams Selection, Training and Competition**

- In conjunction with National Team Coaches and Team Managers, manage the logistics for all the national teams program travel, accommodation, ground transportation and on site athletes support services.
- Liaise with training and/or tournament hosts for competitive and practice schedules, and on-site logistics at events, in conjunction with national team coaches and managers.

#### **3.3 Athlete Services**

- Provide support to the High Performance Director for the annual Athlete Assistance Program submission;

- In conjunction with the national program coaches and team managers, develop and provide athletes with pertinent information about schedules, fees, uniforms, equipment, training camps and tours;
- In conjunction with the national coaches, liaise with the applicable Canadian Sport Centres to access services and programs for athletes and coaches;
- Distribute information to athletes about funding opportunities through the CPC, Athletes CAN or other national agencies with applicable funding programs, and provide support and assistance for such applications.

### 3.4 Sport Science and Sport Medicine

- As directed by the National Team Coaches and High Performance Director, liaise with the applicable Canadian Sport Centres to coordinate service providers and programs for the development and management of each NT Program's Integrated Support Team (IST)

### 3.6 Strategic Partnerships

- Liaise with the Canadian Centre for Ethics in Sport (CCES), the Canadian Paralympic Committee (CPC) and Athletes CAN regarding the High Performance Programs;
- Liaise with the Coaches Association of Canada regarding high performance coaching issues and programs;
- Liaise with Sport Canada regarding high performance issues and programs.

### 3.7 Marketing and Promotion

- Participate in activities or events designed to promote the national teams program;
- Ensure National Team representation at appropriate regional, national and international competitions;
- Communicate to all national team members, coaches and staff, and ensure compliance for any sponsorship obligations agreed upon by Wheelchair Basketball Canada.

### 3.9 Committees

- Provide staff support to the following committees:
  - High Performance Committee and sub-committees
  - Coaching Committee

### 3.10 Additional Responsibilities

- The High Performance Coordinator will develop and monitor a personal workplan with measurable indicators and timelines;
- The High Performance Coordinator shall also undertake other tasks, activities and responsibilities as he/she deems to be appropriate to fulfill the responsibilities of the position, and as agreed to by the Board of Directors;
- All employees must be aware that as an employee of WBC, he/she is an ambassador of the association to WBC's membership, and to the national and international sport community. As a role model to athletes and volunteers, WBC employees must represent the association in a professional and appropriate manner at all times, with reference to language, dress and decorum.