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ROWING CANADA AVIRON SEEKS THE SERVICES OF A HIGH PERFORMANCE DIRECTOR

Rowing Canada Aviron (RCA), the national governing body for the sport of Rowing in Canada, is seeking the services of a full time High Performance Director (HPD) to lead an already successful high performance national team program into the next quadrennial and beyond. Building upon our position as a leading summer Olympic sport for Canada, the HPD will oversee a team of dedicated coaching professionals, sport science experts and administrative staff in the daily management of RCA's National Training Centres, will manage the planning and talent development initiatives within RCA's overall national team program (including Sr A, U23, Junior and Adaptive), and will oversee the growth of programming partnerships with Member Associations and multi-sport and service groups dedicated to athlete and coach development within Rowing. The HPD has final responsibility for all planning, delivery and assessment methodologies for the RCA High Performance Strategic Plan, is responsible for appropriate communications with respective high performance funding partners in Canadian sport and is accountable to the RCA membership through the Executive Director and Vice-President, High Performance. For further detail, see the attached job description.

This challenging position will be of interest to candidates who have a proven track record of successful high performance system management within Rowing (or equivalent record in an Olympic sport) at the Olympic and World Championship level. In particular, RCA is seeking candidates who have a clear understanding of a "team" approach to Olympic success, who appreciate and understand the drive of athletes and coaches toward progressive podium results, and who have a clear vision of how to manage limited human and financial resources toward shared performance targets. The ultimate performance benchmark for the HPD position is a progressive improvement of medals won for Canada at successive World Championships, Olympic and Paralympic Games.

Salary and work location will be negotiated with the successful candidate. RCA is prepared to offer an attractive salary and benefits package commensurate with candidate experience and in keeping with the expectations of this role as a Senior Manager in the organisation. Anticipated start date for the position will be October 6th (or earlier if possible).

Interested candidates are requested to submit a detailed curriculum vitae and cover letter to the RCA Executive Director by **Monday, July 21st, 2008**. Electronic or fax submissions are acceptable at the contacts listed below. Candidates shortlisted for interviews will be notified by Friday, July 25th latest.

Funding for this position is provided through a partnership with Sport Canada and "Own The Podium".

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Member of F.I.S.A., Canadian Olympic Committee/Membre de F.I.S.A., Comité Olympique Canadienne



JOB DESCRIPTION

HIGH PERFORMANCE DIRECTOR

1.0 DESCRIPTION

- 1.1 ORGANIZATION:** Canadian Amateur Rowing Association (Rowing Canada Aviron)
- 1.2 TITLE:** High Performance Director
- 1.3 JOB CATEGORY & NATURE OF POSITION:** Full time professional (Employee)
- 1.4 IMMEDIATE SUPERVISOR:** Executive Director
- 1.5 ULTIMATE RESPONSIBILITY:** Executive Committee through Vice-President, High Performance

2.0 RESPONSIBILITIES AND DUTIES

2.1 GENERAL

The High Performance Director (HPD) is responsible for leading and executing the vision for Rowing Canada Aviron's (RCA) national team programme and for the daily management of all national team competition and support programmes leading to sustainable medal performances at World Championships and Olympic/Paralympic Games. To achieve this task, the HPD works with a team of full time and seasonal national team coaches, sport science and medical practitioners, RCA administrative staff and expert individuals from external agencies to build a team approach through the planning and execution of a high performance strategic plan for Rowing. The HPD is responsible for the overall leadership of national team activities at all RCA national training centres, domestic and international camps and linkages with regional high performance sites across Canada. This position requires extensive domestic and international travel.

The HPD may represent RCA in dealings with Sport Canada, Road To Excellence, the Coaching Association of Canada, the Canadian Olympic Committee, the Canadian Paralympic Committee, FISA and other agencies with respect to National Team activities and programs. Within RCA, the High Performance Director is the lead individual developing and leading the working relationships with respective Provincial Rowing Organisations in order to create an effective

athlete and coach development pathway respecting Long Term Athlete Development principles.

Administratively, the HPD is responsible for the preparation and management of budgets to the Executive Director and Vice President High Performance, for the operation and expenditures of the High Performance Program within approved budget amounts, for management assistance in the execution of RCA marketing initiatives that require national team support, and for the annual staffing review process (in conjunction with the Executive Director).

Rowing Canada Aviron's national team program includes Senior A, U23, Junior, and other development teams, and the National Adaptive Rowing Team (NART).

2.2 SPECIFIC DUTIES

A. National Team Coaching and Domestic Development Programmes:

The HPD will ensure the development, implementation, monitoring and evaluation of Senior A, U 23/Development and NART training and competition programs. As well, the HPD will provide management assistance in areas of domestic level coaching and programming that links to high performance development opportunities.

Responsibilities include:

1. supervising all national team program coaches and assigning coaches to be responsible for the coaching of specific athletes and crews and the monitoring of their training programs;
2. identify and oversee the implementation of coach education and on-going professional development for all National Team coaches
3. ensuring that assistant coaches are directed in the preparation and implementation of training programs and in the instruction of rowing technique and racing strategy;
4. evaluating the performance of National Team coaches and advertising for, screening, interviewing and selecting new coaches as required;
5. leading respective RCA technical committees that impact on the goals and objectives of the high performance program;
6. working with RCA administrative staff and Provincial Rowing Organisations to develop, lead and promote a development program for coaches within RCA that targets talented coaches for high performance opportunities.
7. working with RCA administrative staff, committees and Provincial Rowing Organisations to manage domestic competition and program development that impacts on future high performance programme needs.
8. monitor and manage the ongoing coaching succession plans for the RCA national team program.

B. Senior A, Under 23, Junior, Development and NART Programs

Responsibilities include:

1. on-going supervision of the National Coaches based at the RCA National Training Centres and managing the process to ensure that qualified coaches are in place for crews at World Championships, Olympics, Paralympics, Pan Am Games, and other targeted international competitions;
2. lead in the development and implementation of selection procedures that meet the needs of the racing program, including the final prioritizing of crews;
3. design, direct and evaluate camps throughout the year for testing, selection, evaluation and/or talent identification;
4. lead the RCA technical staff through year end program debriefs and planning sessions for all RCA high performance programmes;
5. leading RCA and support system staff in creating athlete testing data management systems pertinent to high performance talent identification and monitoring needs;
6. accompanying teams to major championships and international camps and providing guidance, advice and technical expertise as required to maximize performance;
7. liaising with coaches and technical experts from other countries to keep aware of current trends in rigging, training, technique, etc. and ensuring that such information is communicated with other coaches in Canada;
8. managing RCA's implementation of the Sport Canada Athlete Assistance Program (AAP) including developing and monitoring criteria and recommending athletes for carding and decarding;
9. in conjunction with RCA administrative staff, managing other athlete support programs offered by external agencies or individual/corporate donors;
10. ensuring that all athletes' progress is monitored, through program coaches, to ensure adherence to national team programs.

C. National Team Equipment

Responsibilities include liaising with RCA administrative staff regarding:

1. the submission of annual budget requirements for equipment
2. annual equipment needs;
3. the deployment of equipment for training and competitions;
4. managing and safeguarding the inventory of equipment.

D. Medical and Sport Science

The RCA HPD is responsible for the leadership and overall management of medical and sport science programming targeted for national team support. The HPD will work closely with RCA program coaches, designated lead staff and committee volunteers to implement and manage an effective and timely program that is proactive, athlete centred and leading edge.

Responsibilities include:

1. liaising with contracted medical and sport science experts in all pertinent areas of RCA national team programming;
2. liaising with the Canadian Sport Centre – Pacific (CSCP) and the Canadian Sport Centre – Ontario (CSCO) for the delivery and maintenance of medical and sport science support programming for the RCA national training centres and targeted regional national team initiatives;
3. ensuring that all targeted athletes have annual medical examinations and ongoing medical support at the RCA national training centres, and that all test results are kept on file and communicated to athletes and coaches as appropriate;
4. ensuring that all national teams competing in designated international competitions are supported by appropriate medical and para-medical support personnel;
5. working with RCA program coaches for the development and implementation of an appropriate sport science support program to enhance athlete performance;
6. ensuring that priorities for rowing specific research are established and implemented.

E. National High Performance Training Centres

Responsibilities include:

1. overseeing the administration and budget requirements for RCA's National Training Centres;
2. working with the Centre coaches on initiatives that can improve the operations of the Centres;
3. liaising with partner organizations responsible for the operation of the National Training Centres ;
4. ensuring the activities of Centre coaches are coordinated;
5. providing support as required to ensure efficient operation of the Centres.

F. Administration

Responsibilities include:

1. being a member of all committees of RCA that are related to specific job requirements;
2. working closely with RCA administrative staff, the Executive Director and the Vice President High Performance in establishing and adhering to the National Team budget;
3. keeping all appropriate individuals and committees informed as required through normal reporting and communication channels;
4. ensuring that overall RCA marketing strategies are well supported by national team athletes and program coaches as per regulations;
5. being available for public relations or promotional appearances as required;
6. providing reports as requested by the Vice President High Performance on activities planned and completed;
7. assisting in the development and initiation of activities relating to the Strategic Plan, including the provision of an annual Evaluation Report;
8. completing employee evaluations of all High Performance staff in a timely manner as required by the Executive Director;
9. ensuring compliance by all High Performance staff with the provisions of any employee agreements in place with RCA;
10. ensuring compliance by all RCA athletes with the provisions of the RCA Athlete Agreement.

3.0 LEVEL OF AUTHORITY

3.1 DEGREES OF SUPERVISION

The HPD will consult regularly with the Vice President High Performance in all technical and programming activities. The individual will work closely with all coaches and committees but will be responsible to and evaluated by the Executive Director. The HPD has responsibilities for daily management and annual evaluation of other RCA high performance staff (in conjunction with the RCA Executive Director).

3.2 POWER OF DECISION

The HPD will be responsible and have authority for the overall Senior A, Under 23, Junior, other Development and NART Programs and identified management areas in accordance with the policies, programs and budget in force. Beyond these limits, she/he is required to have decisions approved by the Executive Director in consultation with the Vice-President High Performance.

4.0 EMPLOYMENT STATUS

The High Performance Director position is classified within RCA as a permanent employee position with no fixed term. The HPD is recognized as part of the management staff of RCA with responsibility for other full time employees in the area of high performance program management.