



JOB DESCRIPTION High Performance Manager

A. General Description

The High Performance Manager will assist in the management and delivery of National Team programs and be responsible for the Athlete Assistance Program, Anti-doping Whereabouts program and clothing and equipment inventory management. The High Performance Manager works closely with the High performance Director – Head Coach to ensure that the National Team programs and operations are implemented optimally on the planning, budgeting, communication and delivery fronts. In order to ensure optimal National Team program implementation the High Performance Manager will oversee the sport coordinators deliverables while ensuring that the sport coordinators work load is balanced between the demands of the IST Manager and Performance Development Manager.

The position is based at the national office in Ottawa, Ontario.

B. Organizational Scope

Cycling Canada (CC) is the recognized authority by the UCI (Union Cycliste International) on all aspects of cycling in Canada, including BMX, Cyclocross, Mountain Bike, Para-Cycling, Road and Track. All staff is employed by Cycling Canada to facilitate achievement of its long term vision and planned annual targets. All personnel are required to operate within the policies and procedures as established by the association's volunteer Board of Directors and are expected to act consistently with the association's values.

Cycling Canada receives financial contributions from the federal government and other agencies, organizations and corporate sponsors, and is accountable for the disbursement and reporting of funds according to the contracted terms and conditions. Programs, activities and services are operated within the limitations established in an annual operating budget approved by the Board of Directors. CC staff is responsible to manage and administer the association's finances and provide administrative support for all association activity.

C. Reporting Structure

The High Performance Manager reports to the High Performance Director-Head Coach and collaborates with HPD-Head Coach and IST Manager to ensure that the association's National Team programs and implementation are meeting the needs of our athletes.

D. Specific Responsibilities

1. Monitor performance measures and targets for National Team programs.
2. Assist the HPD and technical coaches in the development of the strategic plan aligned yearly to National Team programs for all cycling sports.
3. In collaboration with the IST Manager lead the establishment of performance measures and targets for National Team programs.
4. Assist in the development of the yearly National Team budgets in collaboration with the CEO and Director of Finance.
5. In collaboration with the sport coordinators lead the ongoing oversight of National Team program budget expenditure monitoring.
6. Assist the HPD in the evaluation of National Team programs against the strategic and operational plans and the implementation of adaptations to these programs brought on through results of detailed gap analysis.
7. Along with the Performance Development Manager guide, manage, nurture and evaluate Cycling Canada's sport coordinators in their roles.
8. Lead in the development of National Team program selection policies and Sport Canada AAP carding criteria in consult with Cycling Canada's High Performance Committee (HPC) and the HPC's subordinate Sport Advisory Groups
9. Assist the Business Development Director and HPD in the prospecting strategies around securing National Team sponsors and suppliers.
10. Assist the HPD in providing yearly National Team reports to Cycling Canada's stakeholders.
11. Lead in the development and implementation of National Team policies and agreements.
12. In collaboration with the sport coordinators, lead National Team equipment and clothing procurement and ensure detailed inventory tracking.
13. Liaise as point of contact with Canadian Centre for Ethics in Sport and ensure athlete anti-doping compliance.
14. Supported by the sport coordinators, ensure optimal National Team program information content on Cycling Canada's website, Facebook and Twitter accounts
15. Support the High Performance Director – Head Coach in his roles where requested.
16. In collaboration with the IST Manager lead in the development, monitoring and up-keeping of the National Team athlete, technical coaching and IST staff database.
17. In collaboration with the Performance Development Manager develop and manage national training center and CSC/CSI alignment along with liaison with provincial programs.

E. Travel

The High Performance Manager will be required to travel on occasion and upon HPD request to domestic and international events.

F. Performance Review

On an annual basis the High Performance Manager will be expected to accomplish specific end results, the satisfactory fulfillment of job responsibilities and attainment of required level of ability in key competency areas. These three (3) components will form the basis of an annual performance review conducted by the HPD.