



Position: High Performance Director
(12 months contract – no benefits)

Start Date: January 20, 2019

End Date (subject to renewal): January 19, 2020

Honoraria: \$18,000 yearly.

Job Description:

Status: Part-time (some evening and weekend work may be involved); average / norm of 12 hours weekly.

Type of Position: Contractor.

Travel: The High Performance Director may be required to travel on occasion and upon Executive Director request, to domestic and international events.

Location: Can work from home (virtual office).

Nature of the Position:

Karate Canada (KC) is the national sport governing body for the sport of karate in Canada. The Association is seeking a High Performance Director to be responsible for providing leadership and management support to the area of National Team Programs and high performance for KC. The HP Director must be a leader that will help clearly articulate the vision, and drive KC's high performance program towards performance against the world's best. The selected candidate will have the unique opportunity to not only help develop the high performance program to support KC's continued podium success, but help to create the supporting structure and system to foster and sustain a culture of performance excellence.

The HP Director is responsible for leadership and management of high

performance karate in Canada, as guided by KC's Strategic Plan. This includes the development, implementation and monitoring of all technical aspects of KC's high performance and associated development (Next Gen) programs, grounded in Long-Term Athlete Development (LTAD) principles. Working closely with the High Performance Committee, National Team Coaches, sport science & medicine staff and high performance staff, the HP Director will develop the system, plans and accountabilities necessary for Canada's success at Olympic and World Championships.

All staff is employed or contracted by KC to facilitate achievement of its long-term vision and planned annual targets. All personnel and HP contractors are required to operate within the policies established by the association's volunteer Board of Directors and are expected to act consistently with the association's values.

KC 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. KC staff is responsible to manage and administer the association's finances and provide administrative support for all association activity, under the supervision of the Executive Director.

Key Responsibilities:

Reporting to the Executive Director, the High Performance Director's key responsibilities will include, but may not be limited to:

- Chairing Karate Canada's High Performance Committee
- Draft / preparing all high performance-related policies, criteria and key documents, in conjunction with the High Performance Committee (National Team Selection Criteria, Carding Criteria, Major Games-specific Internal Nomination Procedures, Athlete Agreements, HP Plans and reports for yearly submission to Own The Podium...).
- Oversee National Team Selection, in accordance with approved Criteria and in consultation with the High Performance Committee and National Team Head Coaches.
- In collaboration with Senior National Team Head Coaches, prepare, submit and present KC's annual update of its plan for Tokyo 2020 (including training and competition plan, athlete gap analysis vs GMP, IST /

SSSM...) to Own the Podium for / at the yearly fall review meeting.

- Drive process for preparing, implementing and tracking progress of plan for Tokyo 2020 Olympic qualification and preparation (in conjunction with Senior National Team Head Coaches and Team 2020 Program Management Committee).
- Provide administrative help in the selection of National Team Coaches, Team Director and Team Leader / Head of Delegation (if applicable) for the Junior and Senior National Teams, in consultation with and as required by the Executive Director, and in consultation with the KC High Performance Committee.
- Fulfill the role and duties of Team Leader / Director at various (domestic and / or international) National Team events, as required by the Executive Director.
- Support the KC Executive Director with development and management of budget for the area of high-performance and excellence specific to the National Team programs (camps, competitions, Regional Centres, Coaches' Salaries, etc).
- Plan and oversee implementation of National Team and enhanced excellence programs, policies and agreements in consultation with the High Performance Committee and National Team Head Coaches, for both Junior and Senior kata and kumite teams.
- Monitor performance measures and targets for National Team programs.
- Oversee coordination of all technical aspects of National, International, Inter-regional and Regional Training Camps (this includes camp scheduling and programming) in conjunction with National Team Coaches and other staff (KC Administrative Assistant / Logistics Coordinator, Event Manager and / or other office staff).
- Jointly with the Executive Director, identify, coordinate and implement educational and development opportunities for National Team Coaching Staff.
- Help coordinate the implementation of LTAD recommendations related to National Teams and high-performance-related areas.
- In collaboration with National Team Head Coaches, lead in managing duties related to the Athlete Assistance Program (yearly nominations, review meetings, drafting of new Criteria, tracking / monitoring of athletes...).
- Develop plan and help coordinate budget (and implementation of plan and budget) for IST services for all National Teams and for Team 2020 program targeted athletes.

- Together with the High Performance Committee and National Team Head Coaches, drive the development of the High Performance component of the quadrennial Strategic Plan, as required.
- Promote alignment of provincial and national HP programs, and ensure liaison / sustained communication with Provincial / Territorial Coaches and HP Committees / staff, as required.
- Assist the Executive Director in the evaluation of National Team and enhanced excellence programs against the Strategic and Operational Plans, and in the implementation of adaptations to these programs brought on through results of gap analysis.
- Provide yearly National Team / HP reports to the Executive Director, for Karate Canada's stakeholders and partners.
- Assist with and help coordinate the development, monitoring and up-keep of a coaching and IST staff database.
- Establish and help maintain strong relationships with various Canadian Sport Institutes/Centres (COPSI network).
- Work closely with the National Team Head Coaches in developing and sustaining close relations with club coaches working with Senior and Junior National Team athletes from across the country (primarily Team 2020 Program athletes, Carded athletes, Senior Team members and « Rising Star / Next Gen » athletes).
- Along with the National Team Head Coaches and the High Performance Committee, devise and implement Talent ID and recruitment strategies, and develop / refine the Rising Stars / Next Gen Program.
- Perform other related duties, as required and requested.

Liaisons:

The High Performance Director may be required to liaise with:

- KC Executive Director and other Staff (specifically in regards to administrative coordination, logistics and budget)
- KC High Performance Committee
- Team 2020 Program Management Committee
- KC Officials' Committee
- National Team Coaches
- Club Coaches of National Team athletes
- Regional Training Centre Coaches
- National Team Members
- Provincial/Territorial Associations

- Canadian Olympic Committee
- Sport Canada (AAP Program)
- Own the Podium
- Other National Karate Federations
- CCES (Canadian Centre for Ethics in Sport)...

Power of Decision Making:

The High Performance Director has authority to take measures that are necessary in the leadership as well as the daily and ongoing management of Karate Canada's high performance programs, in accordance with approved contract, budgets, plans and policies.

Performance Review:

The High Performance Director will be expected to accomplish specific end results, satisfactory fulfillment of job responsibilities and attainment of the required level of ability in key competency areas. The Executive Director will, near the conclusion of this contract period, conduct the HP Director's performance review, including the 3 previously mentioned elements.

Applicants:

Qualified applicants are invited to submit their applications and resume in confidence, by email, **no later than January 11th 2019**, to:

Olivier Pineau, Executive Director
Olivier@karatecanada.org

We thank all the applicants for their interest, but only those candidates selected for an interview will be contacted.

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