

JOB DESCRIPTION
MANAGER – HIGH PERFORMANCE PROGRAMS

TITLE:	Manager - High Performance Programs
JOB CATEGORY:	Full-time
LOCATION:	DPC National Office, Ottawa
IMMEDIATE SUPERVISOR:	Senior Director – Elite Performance

RESPONSIBILITIES AND DUTIES:

The Manager-HP Programs is an integral part of the DPC Performance Team and works closely with the DPC Tech Team (Senior Director-Elite Performance, NEXTGEN Performance Director, High Performance Consultant and High Diving Program Director). The Manager-HP Programs oversees the operation of junior and senior national team competitions, training camps and other national team-related programs. The Manager-HP Programs is also responsible for the coordination and minute-taking of DPC Tech Team Meetings as well as the annual national coaches' meeting. The Manager-HP Programs works with the High Diving Program Director to provide logistical support for the national high diving team. The Manager-HP Programs receives assistance from the High Performance Coordinator or National Team Assistant/Intern and other DPC operations staff, as required.

1) Competitions

- Keeps abreast of international competition schedules and selection criteria deadlines
- Manages registration to international events:
 - Prepares forms (entries, travel, medical) and accreditations or entering information into organizers registration platforms.
 - Requests and processes payments
- Organizes travel and accommodation:
 - Flight, train, or ground transportation bookings
 - Accommodations and meal services
 - Payments for hotel and travel arrangements
 - Training schedules
- Arranges travel visas, parental permissions, collection of competition fees
- Takes care of all communication related to camps and competitions for athletes, parents, coaches, medical staff, officials, and team managers.
- Processes expenses for athletes, coaches, medical staff, and team managers following trips.
- Collects results and post-event information.
- Keeps updated files for passport and accreditation needs.

- Assists with budgeting and budget tracking
- Prepares and updates annual information forms (medical forms, parental permission forms, etc).

2) Training Camps

- Distributes invitations and schedules, as required
- Oversees hotel and travel arrangements
- Prepares information packages and schedules
- Provides on-site team management and support, as required

3) Canadian Anti-Doping Program

- Manages the National Athletes Pool with the CCES, and the Registered Testing Pool with World Aquatics.
- Supports parents and athletes with TUE processing and other information regarding medications and supplements.
- Provides training and education to athletes.
- Supports athletes' compliance with mandatory courses through CCES e-learning portal.
- Supports athletes' compliance with World Aquatics whereabouts and the ITA requirements.
- Coordinates doping control services at domestic and international events in Canada.
- Submits retirement forms for World Aquatics, ITA and CCES

4) Athlete Funding Programs

In conjunction with the Senior Director – Elite Performance:

- Supports drafting of carding systems for junior and senior athletes.
- Maintains relationship with Sport Canada for the Athlete Assistance Program (AAP) and maintains updated carding files.
- Collects technical information and prepares annual AAP submission to Sport Canada
- Completes athlete assistance program applications and obtains athlete specific required documentation.
- Coordinates and maintains technical statistics for national team events and for carding purposes.
- Follows up on completion of mandatory courses for athlete carding (CCES, Respect in Sport).
- Prepares and manages information for all other national athlete funding initiatives in concert with DPC marketing and communication staff, as required.

5) Outfitting Program

Working with operations and marketing staff:

- Estimates annual uniform needs for teams based on events.
- Assists with inventory control, shipping & receiving, when available

6) Staff Support and Assistance

- Organizes and attends tech team meetings and takes notes at meetings
- Assists with DPC-hosted international events, as required.
- Provides support to other members of DPC staff team, as required.

7) Degree of Supervision

The Manager - HP Programs is accountable to the Senior Director – Elite Performance for successfully carrying out the responsibilities and duties listed above and will consult regularly with the DPC Tech Team in program delivery and activities. They will collaborate with and be evaluated by their DPC peers and are expected to provide constructive feedback to colleagues within the national team program. Final evaluation will be conducted by the Senior Director – Elite Performance.

8) Power of Decision

The Manager - HP Programs will participate in meetings specific to the job requirements and will be responsible to make recommendations where necessary. The individual will have sufficient authority to act in the daily management of program areas in accordance with the policies, programs and budget. Beyond these limits, the individual is required to have decisions approved by the Senior Director – Elite Performance or other designated DPC staff.