



JOB DESCRIPTION

High Performance Director

ABOUT SQUASH CANADA

Founded in 1915, Squash Canada is a non-profit, national sport governing body responsible for the development of athletes, coaches and officials and sets the standards for Canadian squash. Squash Canada is recognized by the Pan-American and World Squash Federations, Sport Canada and the Canadian Olympic Committee, and sends national teams to World Championships, Commonwealth and Pan-Am Games. Each year Squash Canada hosts nine national championships across the country and works with its provincial and territorial partners to promote the growth and development of squash across the country.

IMMEDIATE SUPERVISOR: Executive Director

LOCATION: Toronto based; home office or mutually agreed upon location

POSITION OVERVIEW

The High Performance Director (HPD) is responsible for the development, planning, management, and execution of all national team programs and initiatives ensuring consistent and sustained performance excellence at the international level, such as World Championships, Major Games, and Professional Squash Association World Tour.

While the HPD is responsible for the overall elite athlete development system, energy is expected to be focused (a) first and foremost on the high performance end of the spectrum, and (b) seamlessly for junior and athlete development programming through the direction and oversight of Squash Canada's Athlete Pathways Manager (APM).

KEY RESPONSIBILITIES

1. High Performance Development

- Plan, oversee, implement and evaluate all elements of Squash Canada's high performance program and athlete pipelines to ensure sustainable excellence by Canadian squash athletes
- Document goals and program plans in Squash Canada's strategic, high performance, and annual plans

- Prepare and monitor annual and quadrennial budgets
- Provide leadership and technical expertise to all high performance program stakeholders
- Communicate the vision and goals of the high performance program, serving as a key Squash Canada brand ambassador for squash excellence in Canada
- Study and analyze international squash developments and performance trends

2. National Team Program

- Plan and implement all national team activities
- Develop recommended training and development programs for coaches and athletes, providing guidance as needed
- Develop and implement an athlete monitoring system, including oversight of athlete yearly training plans and annual evaluations
- Manage all aspects of team management including athlete and coach selection, preparation plans and logistics for World Championships, Major Games, and other major international competitions
- Develop, manage, and monitor a sport science, medical and paramedical program
- Manage the athlete-side of the organization's anti-doping program and compliance with the Canadian Anti-Doping Program
- Oversees Squash Canada's athlete funding system, including all matters related to securing Athlete Assistance Program "carding" via Sport Canada

3. Athlete Pathway Development

- Design a seamless athlete development pathway/system designed to ensure the next generation of talent capable of achieving excellence goals
- Design training and development programming for players at the Training to Train and Training to Compete stages of the LTPD model
- Largely through deployment of the APM:
 - Work collaboratively with the Provincial Governing Bodies and provide assistance and mentorship with regard to athletes, programs and alignment of athlete development systems
 - Deliver athlete pathway/LTPD education for coaches, players, parents and administrators
 - Devise and implement a talent identification system
 - Develop strategies for implementation of Squash Canada's Long Term Player Development (LTPD) model
 - Design and oversee delivery of appropriate national, regional, and/or provincial/territorial athlete development camps, clinics and tours
 - Lead organization of the Battle of the Border and possibly other domestic developmental competitions
 - Develop recommended competition plans for Canadian junior players, including promotion and recruitment of junior players for targeted junior international competitions

- Develop age/stage appropriate Yearly Training Plan templates as recommended and consistent models
- Manage all aspects of junior team management including athlete and coach selection, preparation plans and logistics for World Junior Championships, Pan American Junior Championships, and other suitable major international junior competitions

4. Partnerships and Relationships

- Work collaboratively with the Provincial/Territorial Governing Bodies and provide assistance and mentorship with regard to athletes, programs and high performance systems in and from their respective provinces
- Develop positive working relationships with high performance coaches and seek their input and feedback where appropriate.
- Act as Squash Canada’s representative on high performance matters with partners and stakeholders
- Prepare annual operating reports, annual applications for financial assistance and other reports to all funding agencies, as required

5. Personnel Management

- Align and support coaches in implementation of performance and training program objectives
- Manage and coordinate the activities of all National Team Programs coaches, contractors and staff including sport science and paramedical personnel
- Direct and manage Squash Canada’s Athlete Pathway Manager
- Direct high performance administrative work to the Squash Canada Program Coordinator

6. Technical Leadership and Support

- Provide support as required to Squash Canada’s Road 2 Podium and other fundraising activities and sponsor servicing
- Provide technical support as may be required for Squash Canada’s LTPD model, competitive structure, coach development programs, Canadian ranking system, and tournament seeding
- Review Squash Canada’s technical performance and provide relevant analysis to the Executive Director,

QUALIFICATIONS

- Minimum of Squash Canada Level 3 or Competition Development context certification within the National Coaching Certification Program (NCCP), and/or International Equivalent, or a firm commitment to complete such within 12 months of appointment.
- Ideally, Level 4/5 or an Advanced Coaching Diploma within Squash Canada’s NCCP and/or International Equivalent.

- Ideally, a University degree in kinesiology, physical education, physiology, sports science, or sports management discipline
- Proven track record as an international player and as a coach at the high performance national and international levels
- Proven record in leading teams to success in a cross-functional environment; delivering on strategic objectives and performance targets
- Superior understanding of strategic high performance sport system planning, implementation, monitoring and evaluation at the National and International level
- Ability to work collaboratively as a member of a team of dedicated professionals in the pursuit of common goals
- PASSION and ENTHUSIASM for squash, athlete development and excellence, strives to be an industry leader and embraces opportunity for continuous improvement
- Open, transparent, ethical, and professional in all areas of interaction and reporting
- Exceptionally strong leadership and team-building skills combined with proven sport management, administrative, and financial abilities gained in sport or other sectors
- Ability to work independently, maintain tight work schedules and work flexible hours including some evenings and weekends. Ability to travel regionally, nationally or internationally with squads, teams or attend meetings as technical delegate as required.
- Exceptional squash technical and analytical skills
- Excellent communication skills (verbal, written). Proven consultative, facilitation, and decision-making skills with the ability to build positive relationships with colleagues and a wide variety of stakeholders and partners
- Excellent language skills orally and written in English; the ability to work effectively in French is an asset
- Computer literacy with MS Office, knowledge and comfort with web based platforms such as athlete monitoring software, Go To Meeting

LEVEL OF AUTHORITY

The HPD is accountable for the high performance program and performance results. As such, the HPD is granted a high level of authority in the design, decision making and actioning of program elements, within the context of the organization's strategic and high performance plans, budgets, and foundational and operational policies. The HPD reports directly to the Executive Director and as Chair, is expected to liaise closely with the High Performance Committee, National, Primary and event coaches, and staff in the development and implementation of programs.

WORKING CONDITIONS

The HPD will be a relationship and alignment builder with a large and diverse group of athletes, coaches, training centres, and administrators, and thus will need to devote consistent effort to effective communication. Considerable travel and ability to work occasional evenings and weekends are requirements.

While the demands of the position are high, Squash Canada is open to the possibility that the HPD may wish to engage in other squash related activities on a professional basis.

PHYSICAL REQUIREMENTS

During events, the HPD may be required to work intense and extended hours. While the HPD is not required to coach athletes, the ability to provide occasional on-court instruction, sparring and skills testing is expected.

DIRECT REPORTS

- Contracted National Coaches
- Contracted Primary Coaches of National Team Members
- Athlete Pathways Manager (contractor, equivalent of 1 day/week)
- While the Squash Canada Programs Coordinator position reports to the Executive Director, this position is structured such that ~35% of their time is devoted to administrative support of the HPD and APM, and thus the HPD must direct appropriate tasks and monitor outputs

COMPENSATION

Compensation is commensurate with experience and qualifications. Applicants are asked state their compensation expectations in a cover letter.

APPLICATION PROCESS

Qualified applicants are to send a resume and cover letter outlining their compensation expectations, experience and why they are suited for this position to dan.wolfenden@squash.ca, subject line High Performance Director Position. **Applications will be received up until October 27th, 2017.**

International applicants are welcomed. International applicants as asked to state in their cover letter whether they are currently legally entitled to work in Canada.

We thank all applicants in advance for their interest in Squash Canada, however only those selected for an interview will be contacted.

Thank you

Squash Canada
www.squash.ca