



## CONTRACT POSITION OPPORTUNITY

Contract Position:	<b>High Performance Manager</b>
Type of Vacancy:	Contract
Work Schedule (hours & days):	9:00 am to 5:00 pm Monday to Friday (some weekends) (35 hour work week)
2022 Compensation Range:	\$50,000 to \$55,000 (Plus Travel Expenses)
Date Posted:	March 25, 2022
<b>Closing Date:</b>	<b>April 8, 2022, at 4:30 p.m. (EST)</b>

Full details on this position are attached. To apply, please submit your cover letter and resume to [jmac@cwfhc.ca](mailto:jmac@cwfhc.ca). Applications must be submitted online and will be accepted until 4:30 p.m. on **Friday, April 8, 2022. (EST)**

Weightlifting Canada Haltérophilie (WCH) is the governing body for the sport of Olympic weightlifting in Canada. Formed in 1960 and incorporated as a Not-for-Profit in 1974, WCH has seen tremendous growth in the sport. Weightlifting has been an Olympic discipline since the first modern games in 1896. It is also featured on the program of the Commonwealth Games and Pan American Games.

We thank all interested candidates for their interest, but only those advancing through the selection process will be contacted for a formal interview.

Regards,

Jay MacLean *M.Ed., B.A., C.M.M. III (HR Professional)*  
Vice President  
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**CONTRACT POSITION:** High Performance Manager  
**REPORTS TO:** Vice President (Technical)  
**SUPERVISES:** National Team Athletes (AAP and OTP)

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### **GENERAL RESPONSIBILITIES**

The High-Performance Manager (HPM) is responsible for managing and operating Weightlifting Canada Haltérophilie's (WCH) High-Performance (HP) program (Senior and Junior). The HPM monitors and provides support to the Vice President (Technical), and the High-Performance Committee. Further, the HPM also monitors and assists with the development and implementation of a comprehensive athlete development system which includes the following: National Team Program Development and Yearly Training Plan Oversight, National Coaching Staff liaison, Long-Term Athlete Development (LTAD), Coordination of Integrated Support Teams (IST), and athlete assistance / support.

### **REPORTING STRUCTURE**

The HPM reports directly to the Vice President (Technical), who is a part of WCH's Executive Board. The HPM will report to WCH Board of Directors on financial matters. The HPM will serve as an ex-officio member of the High-Performance Advisory Committee and the National Coaching Advisory Committee.

### **WORKING RELATIONSHIPS**

The HPM will have regular communication with the following organizations:

- WCH Board, • (Affiliated Provincial Sport Organizations)
- Select National Team Event Coaches, Team Leaders (TL), and National Team Athletes
- Sport Canada, • OTP, • COC, • CIS, and other sport support agencies as directed

### **DECISION MAKING**

The HPM has authority to take measures necessary in the ongoing management of WCH's high performance national team program. This will be done in accordance with WCH's approved budgets and policies, and in consultation with the VP Technical.

## **KEY RESPONSIBILITIES**

### **Section 1 (High Performance Program Planning, Evaluation and Reporting)**

1.1 Develop, monitor, and evaluate the HP program through annual work plans and performance indicators established within the quadrennial HP plan and WCH's strategic plan.

1.2 Develop and integrate long-term performance analysis tools and reporting mechanisms for program evaluation and monitoring, to assist in the communication of HP program objectives to coaches and athletes.

1.3 Assist in the development of the annual HP program budget. Monitor all aspects of the annual HP program budget.

1.4 Assist the Secretary / Treasurer in budget reporting requirements to Own The Podium (OTP), Sport Canada, COC, and WCH.

### **Section 2 (High Performance National Team Program Delivery)**

2.1 Work with key members of WCH to develop and support a LTAD model program at the high-performance level.

2.2 Assist event coaches and TL's with the development and communication of the HP national team programs, including athlete / coach / TL selection.

2.3 Support the implementation and evaluation of long-term training and competition plans for the HP national teams and develop monitoring tools for annual and multi-year performance against objectives reviews.

2.4 Liaise with Major Games franchise holders (COC, CGC, PAWF, FISU etc) to assist with planning and preparation of participation in Major Games (Olympic, Pan-Am, Commonwealth, University Games).

2.5 Ensure the national team athletes, and the weightlifting community (as necessary), are informed of all HP national team program matters in a timely manner.

### **Section 3 (Integrated Support Team [IST] Delivery and Sport Science/Medicine)**

3.1 Work with the CSI-O and INS-Q IST Lead(s) to ensure effective training, sport science and sport medical services are provided to all OTP and (if permitted), Athletes Assistance Program (AAP) National team athletes.

3.2 Organize, implement and account for all the activities of the IST Health Care Team.

3.3 Ensure dissemination and application of Sport Science and Medicine project results.

3.4 Maintain a file of testing results for all OTP and (if permitted), AAP National team athletes.

#### **Section 4 (Athlete Assistance Program and Own the Podium)**

The High-Performance Manager is responsible for managing the AAP and OTP programs through the performance of the following duties:

4.1 Assist in preparing and presenting the annual AAP submission to WCH, Sport Canada and OTP.

4.2 Communicate board-approved criteria for the selection of carded athletes. Provide support and direction to the HP Committee for improvements and modifications to the WCH AAP program.

4.3 Coordinate the annual carding meeting for the HP coaches prior to the Senior Canadian Championships.

4.4 Liaise with Sport Canada and OTP regarding the AAP program.

4.5 Assist the VP Technical and President in preparing the annual athlete agreements for all HP national team athletes.

4.6 Ensure, through the communication and monitoring of the athlete agreements, that all carded and HP national team athletes are:

- i) training under adequate conditions and are monitored by their personal coaches on a weekly basis, and
- ii) adhering to an annual competition program, and
- iii) complying with the remaining terms of their agreement.

4.7 Ensure, through the various OTP athletes' personal coaches, and the IST Lead, there is monitoring and evaluation of each athlete's competition schedule and training program, by:

- i) ensuring each athlete undergoes the required physical and physiological tests,
- ii) providing semi-annual and final updates on the objective carding and ranking,
- iii) providing an annual competitive summary for the athletes, and
- iv) maintaining an up-to-date accurate file for each AAP and OTP athlete.

**Approved:** January 2022