



HUNTER WESTERN HORNETS TOUCH FOOTBALL

POSITION DESCRIPTION

HIGH PERFORMANCE DIRECTOR

Preamble

The High Performance Manager will ensure that the needs of High Performance are serviced & satisfied through effective communication and a strong member orientation. This will be achieved specifically through a High Performance program and the provision of service to the technical and athlete base which are vital to the overall successful delivery of the sport across the region.

At the operational level, the major function of the High Performance Director is to facilitate the formation and management of a high performance program and calendar, in addition to overseeing appraisals for athletes and coaches for Hornets members.

The High Performance Director is an appointed member of the Management Committee.

1. Responsible To

1.1. The High Performance Director is responsible to the TECHNICAL DIRECTOR.

2. Direct Reports

2.1. Players Representative

3. Knowledge and Skills Required

- 3.1. Demonstrated success in project management
- 3.2. Excellent written & oral communication skills supported by interpersonal skills of a high order
- 3.3. Demonstrated experience and skills in strategic planning
- 3.4. Experience in working with a team to achieve planned outcomes
- 3.5. Demonstrated ability to consistently display customer services principles, practices and attributes
- 3.6. Demonstrated computer literacy and competence
- 3.7. Must possess the ability and capabilities to receive and disseminate information
- 3.8. Able to meet strict deadlines
- 3.9. Respectful and effective communication
- 3.10. Possess maturity, self-confidence and tact and the ability to deal effectively with Referees, Players and Officials at all levels
- 3.11. Must possess a knowledge of the standards and behaviour expected of a NSWTA Official and or Representative, and an acceptance of these standards.
- 3.12. Must hold a Talent (Level 2) touch football coaching qualification (minimum)
- 3.13. Must hold a valid NSW Working With Children Check (WWCC)

4. General

- 4.1. Develop and implement, in association with other Management Committee members, a High Performance program and calendar for Hornets
- 4.2. Oversee performance appraisals for athletes/coaches in the High Performance program and receive, compile and act upon the summary reports and recommendations
- 4.3. Where appropriate advertise, promote and arrange technical courses within the region and assist in education programs for athletes/coaches
- 4.4. Work closely with and under the direction of the regional TECHNICAL DIRECTOR
- 4.5. Partner with the REGIONAL DIRECTOR OF SELECTORS AND JUNIOR DIRECTOR looking to add value in regard to the selection of athletes including the conduct of selection trials and/or camps in accordance with agreed policies
- 4.6. Coordinate and lead all attributes of Hornets Selection Trial Days and Compulsory Training Days, with input and assistance from the TECHNICAL DIRECTOR, REGIONAL DIRECTOR OF COACHING, REGIONAL DIRECTOR OF SELECTORS, JUNIOR DIRECTOR, TOUR LEADER, MERCHANDISE & UNIFORM COORDINATOR AND REGIONAL DIRECTOR OF REFEREES, as required
- 4.7. Where possible, partner with the REGIONAL COACHING DIRECTOR to encourage and assist affiliate coaches to seek a pathway into higher regional level coaching
- 4.8. Where required, liaise with the technical arm of NSWTA & additionally Touch Football Australia's High Performance Unit
- 4.9. Prepare annual AGM reports and where required High Performance program reports
- 4.10. To be involved in Talent Identification Programs within the Region
- 4.11. To keep fully aware the changes in both the direction and trends and rule changes (incl tournament variations)

5. Meetings

- 5.1. With the ASSISTANT REGIONAL DIRECTOR, place any necessary high performance related items on the Management Committee agenda in advance of the meeting
- 5.2. Report to the Annual General Meeting on the high performance situation of the organisation
- 5.3. Attend all meetings, or, if absolutely unavoidable, apologise in advance for absence
- 5.4. Entitled to one vote only at a Management Committee Meeting of the Club.
- 5.5. Where Management Committee papers are circulated in advance of the meeting, read papers and consider issues before the meeting
- 5.6. Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate

6. Promotion

- 6.1. Promote the organisation in the community as opportunities arise

7. Fundraising

- 7.1. Participate enthusiastically in any fundraising approved by the Board

8. Legal & Ethical

- 8.1. Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
- 8.2. Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation

- 8.3. If they have any direct or indirect material personal interest in any contract with the organisation, inform the Management Committee immediately
- 8.4. If they have any direct or indirect material personal interest in any contract with the organisation, not vote in the Management Committee on that issue
- 8.5. If they have any non-material personal conflict of interest in any matter before the Management Committee, or believe that the perception of such a conflict might arise, inform the Management Committee immediately and follow the Management Committee's rulings as to proper procedure
- 8.6. At all times conduct Management Committee business politely and with consideration for others, without ill feeling, improper bias, or personal animus

9. Term of Appointment

- 9.1. The High Performance Director is appointed for a 2 Year term. (**Even Years**, i.e. 2018, 2020 etc)

10. Time commitment required

- 10.1. The estimated time commitment required is 1 hour per week

11. Honorarium:

- 11.1. Yes. Pro rata based, paid at AGM's. (Refer to Honorarium Policy)

12. Position Review

- 12.1. This position description will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.