



JOB DESCRIPTION
NATIONAL TEAM MANAGER
May 2009

Positions available for RIFLE, PISTOL, TRAP, DISABLED disciplines

1. Appointment, employment and termination of employment is by authority of the Executive Committee acting on the recommendation of the Vice President High Performance. A Personal Services Agreement between the Manager and the Federation will be completed. The position may or may not be filled as determined by recommendation of the Interview Committee.
2. Qualifications: Superior organizational skills and ability to work cooperatively with high performance athletes and personnel, National Team and personal coaches, technical, sport psychology and other sport specialists as well as the SFC High Performance Committee. Possesses a valid driver's license and is able to operate a motor vehicle in foreign countries, in all regions of the world.
3. Other qualifications that while not mandatory would be a definite asset:
 - ◆ Fluent in both official languages
 - ◆ Recent international competition team management experience
 - ◆ Experience with Ssentif and/or other IT data system
 - ◆ Coaching certification under the NCCP
4. **Objectives:**
 - ◆ The primary objective of the position is the attainment of the best possible results from Canadian participation in international competitions with available resources.
 - ◆ The secondary objective is to raise the general standard of performance of Canadian National Team members by facilitating administration and team training, competition and participation processes.
5. Responsibilities include but are not limited to:
 - ◆ Working collegially with the discipline National Team coach.
 - ◆ Serving as the primary monitor of individual athlete performance levels and data for the IT system.
 - ◆ The preparation of detailed annual team and individual, domestic and international, training and competition schedules.
 - ◆ Working with other discipline team coaches and managers on program alignment and event participation.
 - ◆ Contributing on an as and when needed basis to the High Performance Committee (HPC), and to the overall effective operation of the High Performance Program (HPP) to meet SFC partner needs.
 - ◆ Collaborating with the HPC on, amongst other things, the development of athlete selection criteria and other criteria relevant to the HPP, and on the organization and conduct of team and individual training camps and trials.
 - ◆ Being the team leader, in consultation with the HPC and the National Team Coach, during the organization and conduct of team and individual training camps for High Performance Program athletes.

- ◆ Assisting with major international competition selection trials.
- ◆ Liaising with SFC office staff on all details pertaining to international team travel such as flight itinerary, hotel reservations, vehicle rental, competition registration, firearm permits and visa acquisitions.
- ◆ Assisting office staff with administrative requirements for Canadian sport agencies such as Sport Canada whenever required including but not limited to the collection of competition results achieved by high performance athletes.
- ◆ Working with and making recommendations regarding development opportunities for team coach(es), assistant coach(es) and the athletes' personal coaches.
- ◆ From time-to-time, representing the Shooting Federation of Canada and the National Team to agencies of the Canadian sports system and the community at large.
- ◆ Assisting with the preparation of Athlete Assistance Program (AAP) submissions to Sport Canada on behalf of eligible athletes as appropriate.
- ◆ Other technical and administrative duties as may be required for the effective operation of the High Performance Program.

6. Authority

The assignment of responsibility for these specific tasks to the Manager will include the authority required to carry them out. However, the Manager does not have the authority to enter into any contract on behalf of the Federation.

7. Liaison

The National Team Manager will:

- ◆ Consult regularly and receive direction from the Shooting Federation of Canada, Vice President High Performance.
- ◆ Contact the SFC Technical Director on program and policy matters.

8. Accountability

The National Team Manager is directly accountable to the Vice President High Performance of the Shooting Federation of Canada.

Successful applicants will be asked to provide a recent security clearance.

These are volunteer positions with no salary. Approved expenses incurred during the commission of Team Manager duties will be compensated by the SFC.

Applications with resume are to be submitted to the SFC Vice President High Performance with a copy to the SFC Technical Director no later than **Wednesday June 10, 2009**.

Jean-Pierre Huot

SFC Vice President High Performance

jeanpierrehuot@xplornet.com

Susan Verdier

SFC Technical Director

sverdier@sfc-ftc.ca

* Positions not filled as a result of the first call deadline will remain open to further consideration and application.