

Reporting to the General Manager of SDBA, the key responsibilities of the **High Performance Manager** include:

A High Performance Multi-Year Sports Plan (HPE MYSP)

- 1) Assist in the establishment of HPE MYSP.
- 2) Manage the implementation of the HPE programme, in accordance with HPE MYSP, and the management of the given HPE budget.
- 3) Lead the updating and review of HPE MYSP on an ongoing basis with all key stakeholders.
- 4) Work together with high performance coaches as a team to develop and manage elite training and competition programs that foster the application of best-practice coaching techniques and cutting-edge sport science and sports medicine (SMSS) to athletes in all programmes.
- 5) Establish an ongoing monitoring process to ensure the programme outcomes are maximised and annual targets are achieved.
- 6) Responsible for all aspects of the HPE programme relating to athlete performance monitoring, measurement of and reporting against identified critical success factors and programmes, and athletes' targets.
- 7) Coordinate the development of appropriate HPE policies and programmes, including selection, doping, disciplinary policies etc, to produce and maintain the documentation of these policies.
- 8) Responsible for coordinating the management of squad training, overseas and local competition and training, and the delivery and management of SMSS services to athletes.
- 9) Responsible for the acquisition of Sport Singapore (Sport SG) funding via drafting and submission of applications and associated reports, covering all essential aspects of HPE MYSP.
- 10) Liaise directly with Sport SG on the delivery of all High Performance Management (HPM) programmes and resources pertaining to the carding, education, career and welfare needs of athletes.
- 11) Responsible for the management of all issues associated with the management of the HPE MYSP.

B HPE Administration and Support

- 1) Provide administrative and planning support to HPE Coaches
- 2) Provide administrative support to the National Team as the Team Manager of the Men's and Women's Team and if necessary, to accompany National Teams in their overseas competition and training.
- 3) Monitor and assist the administration of the premier, developmental and masters team as required
- 4) Administer and maintain IDBF online registration for the National Teams and pro-elite teams
- 5) Liaise with major events organisers – IDBF, ADBF, ICF, etc
- 6) Establish and maintain systems to monitor and appraise the performance of coaches and athletes, and present feedback and recommendations for ongoing improvement.
- 7) Support and drive the development of high performing cultures and environments that cultivates and sustains holistic performance development for Athletes
- 8) Support athlete development through fair and transparent policies, sound training and competition plans, and athlete support schemes such as spexCarding, spexScholarship

C Coaching Development

- 1) Set guidelines for the selection and management of coaches
- 2) Oversee the development and pathway of high-performance coaches
- 3) Monitor coaching quality and ensure that the right coaches and tools such as sport science are engaged to promote athlete performance.

D Decision Making and Accountability

- 1) Responsible for the non-technical management of the national HPE programme, making decisions and exercising judgment on policy, budget and other non-technical matters within the philosophy and direction of the programme
- 2) Be accountable, in conjunction with the HPE coaches, for the budgeting and management of funds allocated from the HPE budget and any other elite programmes in accordance with the required guidelines.

E Reports

- 1) To indicate desired outcomes during the period of contract (i.e. Key Performance Indicators {KPIs}) to be quantified and to specify the time frame for achieving the targets accordingly).
- 2) To agree upon KPIs by the SDBA, Sport SG and their Sports Performance Manager (SPM)
- 3) To submit monthly/quarterly reports to Sport SG and SDBA on progress made in the specified areas of responsibilities including regular reporting at SDBA's Management Committee meetings
- 4) Responsible for the timely submission of reports relating to the HPE programmes to Sport SG (such as *spexTEAM* reports) progress of SMSS activities, competition reports and results, high performance preparation plan, annual HPE plan etc, as and when required.

F Other Duties

- 1) Provide operation support to SDBA-organised events.
- 2) Provide administrative support to SDBA'