

Title – High Performance Manager, Singapore Dragon Boat Association

Key duties and responsibilities that need to be performed to meet the primary objective of the job.

Reporting to the General Manager/Executive Director of SDBA, the key responsibilities of the High-Performance Manager includes:

The High Performance Manager (HPM) is responsible for the management and operation of the High Performance (HP). He/she oversees and maintains the development and implementation of a comprehensive athlete development system, which includes: National team HP programmes (all relevant disciplines) and their developmental pathways, national coaching staff liaison, anti-doping programme, officiating development, athlete assistance and support, HP and technical liaison for major games and competitions.

In addition, the key responsibilities of the HPM encompasses:

1. HP Planning and Management
2. Budgeting
3. Programme Management
4. Sport Medicine/ Sport Science Support
5. Athlete Management
6. Policies and Committees

A) High-Performance Strategic Management

- 1) A High-Performance Multi-Year Sports Plan (MYSP).
- 2) Manages the implementation of the HP programmes, in accordance with MYSP, and the management of the given HP budget.
- 3) Leads the discussion on the technical aspects of the budget and plans, rolls up to the plans of the Association, working closely with GM/ED to update and review of MYSP on an ongoing basis with all keystakeholders.
- 4) Works together with high performance coaches as a team to develop strategies, and manage elite training and competition programmes that foster the application of best-practice coaching techniques and cutting-edge sport science and sports medicine (SMSS) to athletes in all programmes.
- 5) Establishes an ongoing monitoring process to ensure the programme outcomes are maximised and annual targets are achieved.
- 6) Responsible for all aspects of the HP programmes relating to athlete performance

monitoring, measurement of and reporting against identified critical success factors and programmes, and athletes' targets.

7) Coordinates the development of appropriate HP 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) HP Support

1) Works with High Performance Executive (HPE) closely, ensures effective and efficient delivery of the structures and system of the HP programmes and pathways with the approved budget.

- Ensures that the reporting and performance monitoring systems are in place and meeting the requirement of SSI

- Works closely with the national coaches in supervising the preparation of annual HP national team training and competition programmes.

- Works closely with the national coaches in the areas of development and communication of the HP team programmes, including athlete and team selection.

2) Monitors and assists the administration of the premier, developmental and masters (Seniors) team as required, delegates to HPE.

3) Administers and maintains IDBF online registration for the National Teams and pro-elite teams with HPE.

4) Liaise with major events organisers – IDBF, ADBF, ICF, etc.

5) Establishes and maintain systems to monitor and appraise the performance of coaches and athletes, and present feedback and recommendations for ongoing improvement.

6) Drives the development of high performing cultures and environments that cultivates and sustains holistic performance development for Athletes.

7) Supports athlete development through fair and transparent policies, sound training and competition plans, and athlete support schemes such as spexCarding and spexscholarship.

C) Coaching Development

1) Sets guidelines for the selection and management of coaches.

2) Oversees the development and pathway of high-performance coaches.

3) Monitors 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 HP 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 HP coaches, for the budgeting and management of funds allocated from the HP 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) Works with HPE 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.

4) Responsible for the timely submission of reports relating to the HP programmes to Sport SG (such as spexTEAM reports) progress of SMSS activities, competition reports and results, high performance preparation plan, annual HP plan etc, as and when required.