



CANADIAN CYCLING ASSOCIATION

JOB DESCRIPTION

High Performance Coordinator

A. General Description

The High Performance Coordinator is responsible for assisting the delivery of multi-sport aspects of the high performance program and coordinating the monitoring and reporting on the respective sport specific budgets. The High Performance Coordinator will work with the respective Program Coordinators to support the high performance objectives and delivery of the approved quadrennial plan and annual high performance plan as defined by the High Performance Director. The High Performance Coordinator will support the Director Finance & Administration to ensure the accounting and reporting functions for high performance programs are up to date and accurate. This position is based at the national office in Ottawa, Ontario.

B. Organizational Scope

The Canadian Cycling Association (CCA) is the recognized authority by the UCI (Union Cycliste International) on all aspects of cycling in Canada, including BMX, Cyclocross, Mountain Bike, Para-Cycling, Road and Track. All staff is employed by the CCA to facilitate achievement of its long term vision and planned annual targets. All personnel are required to operate within the policies and procedures as established by the association's volunteer Board of Directors and are expected to act consistently with the association's values.

The CCA receives financial contributions from the federal government and other agencies, organizations and corporate sponsors, and is accountable for the disbursement and reporting of funds according to the contracted terms and conditions. Programs, activities and services are operated within the limitations established in an annual operating budget approved by the Board of Directors. CCA staff is responsible to manage and administer the association's finances and provide administrative support for all association activity.

The High Performance Coordinator, in consultation with the High Performance Director or Director Finance & Administration, has sufficient authority to take measures that are necessary in the daily operation of the high performance program within the bounds of approved policy and the annual operating budget for that program. Beyond these limits the High Performance Coordinator is required to have decisions approved by the High Performance Director or Director Finance & Administration.

C. Reporting Structure

The High Performance Coordinator reports to the High Performance Director (HPD) on matters related to the National Teams and high performance program delivery including the monitoring and reporting on related budgets.

D. Specific Responsibilities

High Performance Programs

1. Coordinate and communicate the information requests for multisport data from multi sport franchise holders to athletes, coaches and support personnel for Olympic, Paralympic, Pan American, Commonwealth and Youth Games.
2. Liaise with National Team members on matters related to the Athlete Assistance Program including coordinating the carding program application process in all of its aspects.
3. Coordinate the orders for competitive clothing between the Program Coordinators and the supplier and assist the process of establishing costs to have Program Coordinators invoice self funded athletes within projects of all sports.
4. Oversee the distribution of products or services related to the activation of all value in kind multi-sport sponsorship agreements in collaboration with Business Development Director.
5. Lead in the process of assisting the Program Coordinators in effectively accounting and monitoring national team equipment acquisition and distribution for all the high performance equipment that the CCA owns. Ensure that equipment is in good working order and that loaned equipment is tracked and that returned equipment is thoroughly checked over before being put out again for use.
6. Liaise with AthletesCAN in relation to Athletes Connect cell phone program and any other activities.
7. Other such duties as are assigned from time to time by the High Performance Director.

Development Duties

1. Support HPD, Director Development and development coach in the effective alignment of National cycling centers with NSO and PSO programming.

2. Monitor and contribute to CCA plan development and related government applications as required.

High Performance Program Budget Duties

1. Assist the Program Coordinators with the development and monitoring of the budget for the respective sports within the National Team program.
2. Work with the Program Coordinators to ensure the timely payment of accounts related to projects and the invoicing of self funded athletes' payments in advance of upcoming projects.
3. Ensure that accounts payable are properly coded and that complete information is provided in order that the Director Finance & Administration can authorize the payment upon receipt. Where information is missing, work with the respective Program Coordinators to ensure it is acquired in a timely manner.
4. Under the supervision of the Director Finance & Administration make billing entries into the accounting program for the accounts payable being processed within the High Performance Program.
5. Track security deposits, prepayments for project expenses, advances against anticipated expenses and the necessary reconciliation.
- 6.. Other such duties as may be determined from time to time relative to the monitoring and reporting on the high performance program budgets.

E. Travel

The High Performance Coordinator may be required to travel to domestic and international events including camps throughout the year. The association has a compensatory time off policy to cover such travel necessity.

G. Performance Review

On an annual basis the High Performance Coordinator will be expected to accomplish specific end results, the satisfactory fulfillment of job responsibilities and the attainment of required level of ability in key competency areas. These three components will form the basis of an annual performance review conducted by the High Performance Director.