



HIGH PERFORMANCE PROGRAM

ROLES & RESPONSIBILITIES

DA BOARD

Role

In consultation with the High Performance Program Management Committee, provide strategic direction, develop and monitor policies and work closely with ED to ensure the HPP's objectives are met

Operational

One member elected by the Board sits on the HPP Management Committee and represents the Board

EXECUTIVE DIRECTOR

Role

Oversee and monitor all aspects of HPP

Operational

Responsible for the financial and administration and co-ordination of HPP

NATIONAL COACH

Role

Develop, implement and manage the Diving Australia High Performance Program in consultation with the HPP Management Committee and HPM.

Operational

- Design, implement and manage a comprehensive National Training Program for all members of the National Squad which includes:
 - § *Competition Program*
 - § *Camps Program*
 - § *SS/M program*
 - § *National Squad selection*
- Manage the competitive environment during major international competitions and produce comprehensive report on performances of all members of team
- Coordinate case management of all National Squad members in conjunction with the HPM.

- Work with HPM to develop effective working relations with appropriate State Institutes of Sport and state/territory diving associations, liaising with them to ensure a coordinated national approach
- Coordinate and manage the NTP Coaching Panel
- Provide input on coach education programs in cooperation with the DA Coaching Committee
- Work cooperatively with the Australian Sports Commission, Australian Olympic Committee, Australian Commonwealth Games Association, National Elite Sports Council and other key agencies in the implementation of the National Training Program.

HIGH PERFORMANCE PROGRAM MANAGEMENT COMMITTEE

Role

- Establish HPP Strategic Plan and policy on all matters relating to the HPP, National Training Program, Competition & camps program, Selection policy and procedures, Sports Science/Medicine program
- Oversee and monitor the HPP Objectives

Operational

- HPPMC to consist of:
 - § National Coach
 - § High Performance Manager
 - § ASC Consultant
 - § Board Member
 - § Representative of SIS/SAS
- Create draft policy and direction for HPP
- Submit draft policy and recommendations to DA Board for approval
- Committee to meet at least 3 times per year
- All meetings to be minuted and forwarded to DA Board for information

HIGH PERFORMANCE MANAGER

Role

- To provide management, administrative and co-ordination support to Diving Australia's High Performance Program

Operational

- Assist National Coach in the management and co-ordination of the following components of the HPP:
 - § HPP Management Committee
 - § National Training Program Coaches Panel
 - § DA Selection Committee
 - § NTP Planning
 - § Sports Science/Medicine Advisory Committee
 - § Liaison with ASC, AOC, ACGA, SIS/SAS's and SDA's

- Assist National Coach in the management of the following aspects of the National Training Program:
 - § Standardisation of programs and services across all National Training Centres
 - § Competition Program & Australian Team Management
 - § Camps Program
 - § Liaison with HP coaches, SIS/SAS's and SDA's

- Assist National Coach in provision of technical reports to key stakeholders by designing and maintaining a performance evaluation program for the National Training Program and Competition Program in the following areas:
 - § Fitness testing, results and trends
 - § Training effort (volume and modes)
 - § Competition performance database

AIS HEAD COACH

Role

To provide leadership and management of the AIS Diving Program with the overall aim of ensuring Australia consistently achieves international success at open and junior level

Operational

Technical

Program Development

- Design and manage all aspects of the training and competition program for AIS Scholarship holders
- Plan and implement an intensive training program on a yearly basis
- Plan and coordinate specialist and individual coaching programs on a weekly and a day to day basis
- Plan and implement a competition program including local, national and international events
- Plan and deliver various components of the National Camps program
- Monitor trends in diving at international level, integrating them into the AIS program where appropriate

Support Programs

- Co-ordinate, integrate and monitor the delivery of sports sciences, sports medicine and strength and conditioning services, with assistance from DA's High Performance Manager (HPM)
- Provide direction and leadership for all SSSM personnel involved with the program

Coaching

- Provide and coordinate technical direction to scholarship athletes
- Provide hands on coaching to scholarship athletes
- Monitor and evaluate the performance of individual athletes, coaches and teams
- Ensure that the program applies advanced diving technology developments and coaching techniques

Personal Development

- Provide personal counselling of athletes with a holistic approach to education, vocation and social development

Management

Program Management

- Provide leadership and direction for AIS Coach and athletes, AIS Diving Administrator and SSSM personnel
- In conjunction with the AIS Group Sports Manager:
 - § design and manage all aspects of the AIS Diving Unit Strategic Plan
 - § set performance standards and evaluation processes
 - § ensure a successful, positive culture and environment is maintained for AIS athletes
- Conduct a minimum of two camps/year for non-residential scholarship holders.

Program Administration

- In conjunction with Diving Australia, identify athletes for AIS scholarships
- Manage staff to meet travel and accommodation requirements, equipment, facilities and resource needs for the AIS program
- Prepare regular reports and correspondence

Athlete Administration

- Submit recommendations to the AIS Director re AIS scholarship entitlements
- Coordinate and supervise the maintenance of athlete records
- Monitor educational and vocational assistance to athletes
- Plan and negotiate Visiting Scholarship Program
- Liaise with parents, coaches and professional staff regarding athletes

Budget

In conjunction with the AIS Group Sport Manager

- Prepare and manage program budget
- Exercise financial delegation

Staffing

- Supervise all staff within the AIS Diving Program
- Prepare and oversee a program of professional development for coaching staff
- Design and oversee scholarship coach program

AIS COACH

Role

Under the direction of the AIS Head Coach assist in the development of AIS athletes to successfully compete for Australia at international competitive level, with attention also to their educational, vocational and social skills.

Operational

- Provide coaching on a team, specialist and individual basis.
- Provide technical direction to AIS athletes.
- Ensure technological advances and dry land equipment are used to enhance the coaching programs.
- Assist the AIS Head Coach to:

- § Plan day-to-day activities of the AIS Diving Program
 - § Coordinate, monitor and develop the training activities
 - § Develop weekly, monthly and yearly training plans and schedules
 - § Implement a competition program which involves local, national and international competition
 - § Decide on strategy, tactics and evaluation during competition
 - § Support and liaise with individual team members and other coaches to ensure that a successful culture and environment is maintained for team members.
- Integrate and monitor the delivery of sports sciences, sports medicine and strength and conditioning services to AIS athletes.
 - Provide assistance to the AIS Head Coach with the National Camps Program
 - In the absence of the AIS Head Coach, be responsible for the day to day management of the program
 - Provide required information to AIS Head Coach for reports and correspondence.
 - Maintain effective athlete performance records.

AIS ADMINISTRATOR

Role

Assist the Head Coach of the Australian Institute of Sport Diving Program in the management and co-ordination of the AIS Program.

Operational

Under the direction of the AIS Head Coach and ASC Group Sport Manager, provide administrative support in the following areas:

- Strategic planning
- Day-to-day management of athletes and program
- Monitoring and evaluation
- Sports Science/Medicine Program
- Finance
- Travel arrangements
- Reporting and file management

NATIONAL TEAM MANAGER (HIGH PERFORMANCE MANAGER)

Role

Responsible for and has direct authority over all non-technical aspects of members of the Australian Team from team assembly to team arrival in Australia.

Operational

- Responsible for the day-to-day management of the team. This responsibility includes dealing with team or individual problems as they arise, behaviour of the team members, ensuring the team meets the requirements imposed on them by DA and National Coach and any other matters which may arise from time to time.
- Responsible for assigning duties and responsibilities to coaches, sports science/medicine staff and team members as required or as appropriate.

- Responsible for ensuring that team personnel and structure operate in such a manner so as to allow the Australian Team to achieve optimal results.
- Responsible for specific areas including finance, reconciliation of accounts, conduct of all management meetings.
- Responsible for acting as the lead spokesperson for the Australian Team, both in Australia and overseas. This responsibility includes interaction with the media and at official team functions.
- Assist National Coach in ensuring all team members receive information which may be relevant to their health and performance at competitions, ie. drug testing procedures, prohibited substances and special local considerations.
- Jointly with the National Coach attend Technical Committee meetings at the competition
- Responsible for any other matters which reasonably fall into the area of provision of support and services for the team or other matters as directed by DA or the National Coach.
- Responsible for the sending of a daily report to DA including results.
- Responsible for producing a written report on all organisational aspects of the tour (as per DA guidelines).