

Appendix A - Female High Performance Coordinator

<p>Key Duties</p>	<p>The Female High Performance Coordinator will perform the following key duties:</p> <ul style="list-style-type: none"> • Be a member of the Hockey Development Committee. • Preside over all meetings of the Female High Performance Committee. • Prepare meeting agendas focused on Committee responsibilities and BC Hockey Strategic plan. • Ensure the Committee works effectively as a team. • Efficiently manage meetings with transparent decision-making. • Create a Committee environment that does not duplicate operations. • Manage conflict of interest issues sensitively and constructively. • Proof and approve the meeting minutes prior to their distribution. • Ensure Committee recommendations are reported to the Hockey Development Committee. • Provide Committee with updates on the disposition of an actions taken with respect to their recommendations. • Act as a Group Leader for the Female High Performance Program Delivery Group. • Assist in the delivery of High Performance programs. • Assist in the promotion of high performance programs. • Conduct seminars/workshops on high performance components. • Coordinate distribution of Player Selection Guidelines to high performance staff. • Assist in the evaluation of players for the high performance program. • Oversee the player selection procedures for district (region /zone) and provincial teams. • Oversee curriculum design for district (region / zone). Provincial camps and teams. • Attend High Performance orientation meetings. U14/16/18 camps and competitions and provincial/national seminars on request. • Assist in the development of High Performance Coach mentor programs • Implement, administer, and update all facets of the Long Term Player Development Model as related to the high performance program. • Liaise with the National Sport Organization (NSO) in cooperation with the Staff Resource. • Assist in building / recommending the program budget. • Identify Subject Matter Experts for the female High Performance
--------------------------	--



	<p>Committee.</p> <ul style="list-style-type: none">• Recommend Female High Performance Committee members.• Recommend Female High Performance Delivery Group members in cooperation with the staff resource.• Maintain a strong working relation with the staff resource, Committee and Workgroup members.• Recommend Female HP players for Athlete Assistance Program (AAP) funds• Attend BC Hockey meetings on request.• Such additional duties as may be delegated to the Female High Performance Coordinator by the Hockey Development Committee Chair from time to time.
--	--