

EXECUTIVE DIRECTOR

General Description

The Executive Director is responsible for the administration of all services and programs, acting with major responsibility in the management of finances, administrative programs, promotion and communication, international relations, hosting and personnel.

Organization Structure

The Executive Director reports to the President and works with the Vice-Presidents responsible for finance, marketing and international relations, as well as the Secretary. The Executive Director is ultimately responsible to the C.A.W.A. Executive Committee.

The Executive Director is an ex-officio member of the Executive Committee, Finance Committee, Awards and Hall of Fame Committee and the Board of Directors.

Liaisons

The Executive Director liaises with:

- C.A.W.A. Staff
- Provincial/Territorial Associations
- National Training Centres
- C.A.W.O.A. and C.A.W.C.A.
- Athlete Information Bureau
- Senior Manager's Forum
- Canadian Sport and Fitness Administration Centre
- Canadian Sport and Fitness Marketing Inc.
- Canadian Olympic Association
- Commonwealth Games Association of Canada
- Sport Canada
- F.I.L.A. and National Wrestling Federations

Power of Decision Making

The Executive Director has authority to take the measures that are necessary in the daily management of the association to administer approved plans, policies and programs.

For actions required beyond these limits, the Executive Director is required to have decisions approved through the Executive Committee and/or Board of Directors.

Key Responsibilities

1. Planning and Evaluation
2. Financial Management
3. Administration of Funds
4. Personnel
5. National Office Management
6. Program Administration
7. Meeting Administration
8. Domestic and International Events
9. Marketing and Fundraising
10. Communications
11. Awards and Hall of Fame
12. Agency Liaison

Specific Responsibilities

1.0 Planning and Evaluation

- 1.1 Prepare, implement, monitor and evaluate the C.A.W.A. Master Plan, Yearly Work Plans and Performance Indicators established within the Quadrennial Plan as it pertains to the Executive Director.

2.0 Financial Management

The Executive Director, under the direction of the Secretary-Treasurer, and in conjunction with the C.A.W.A. staff, is to:

- 2.1 Prepare and monitor the Association's annual budgets.
- 2.2 Prepare the Sport Canada budget submission in the format required by Sport Canada and its agencies for core support, official languages, sport science and international relations.
- 2.3 Maintain the financial records in keeping with generally accepted accounting principles.
- 2.4 Generate monthly financial statements for the information of the Board of Directors.
- 2.5 Assist the appointed accountant with the annual audit and preparation of the year end financial statements.
- 2.6 Ensure all administrative funds, including the payment of expenses, issuing of receipts, and accounting of advances are carried out.
- 2.7 Actively negotiate for financial support of C.A.W.A. programs with funding agencies.
- 2.8 Ensure income tax receipts are issued for all charitable donations received by the

C.A.W.A.

- 2.9 Ensure that the appropriate government forms, questionnaires and payments are completed and carried out regarding: charitable donation number, provincial sales tax, employee deductions for U.I.C., C.P.P., E.H.T., and the goods and service tax.
- 2.10 Maintain up-to-date and accurate files as they pertain to each of the above stated government agencies.
- 2.11 Ensure that C.A.W.A. funds are wisely invested in a high interest yielding, secure investment means, such as term deposits, G.I.C.s, or T-bills, as approved by the Secretary-Treasurer.
- 3.0 Administration of Funds
- 3.1 Publish the criteria and distribute same to the eligible athletes for the Bob McLeod Scholarship Fund.
- 3.2 Recommend to the Executive Committee a recipient from the responses.
- 3.3 Ensure a scholarship is awarded on an annual basis.
- 3.4 Administer the Athlete's Reserve Fund as required.
- 3.5 Ensure that athletes with funds in reserve receive a monthly training allowance.
- 3.6 Ensure athletes with funds in reserve receive interest and are charged bank charges as required.
- 4.0 Personnel
- 4.1 Ensure up-to-date job descriptions for each of the staff positions.
- 4.2 Ensure the staff contracts are updated and negotiated on an annual basis.
- 4.3 Liaise with the C.S.F.A.C. Human Resources Department regarding the group insurance program.
- 4.4 Ensure the contracts are respected in terms of:
 - i) issuing pay cheques on a semi-monthly basis,
 - ii) issuing R.R.S.P. contributions at the appropriate time,
 - iii) paying the C.A.W.A. portion of parking expenses, and
 - iv) paying the C.A.W.A. portion of taxes (U.I.C., C.P.P., E.H.T.).
- 4.5 Maintain accurate and up-to-date records of the staff's sick leave, vacation leave, accumulated overtime leave, and professional development activities. Send a quarterly

report of these records to the Vice-President Administration.

- 4.6 Prepare job advertisements and coordinate interview processes for hiring of staff, as required.
- 4.7 Submit a written performance appraisal for each of the staff to the Vice-President Administration on an annual basis.
- 4.8 Provide guidance and leadership to the staff on an ongoing basis.
- 5.0 National Office Management
- 5.1 Supervise the C.A.W.A. staff and evaluate their work performances.
- 5.2 Chair weekly staff meetings to monitor the ongoing programs of the C.A.W.A. staff.
- 5.3 Respond to the daily correspondence and telephone requests of the membership and external agencies. Assist the President with his correspondence.
- 5.4 Ensure accurate files of all correspondence and records generating both from within the C.A.W.A. and from external sources.
- 5.5 Develop and implement basic administrative procedures throughout the National Office.
- 6.0 Program Administration
- 6.1 Oversee the National Program Director and the Technical Director to ensure the administrative aspects of national team programs are carried out:
 - i) arrange and book travel for all program participants,
 - ii) arrange and book accommodation for all program participants,
 - iii) arrange for and obtain visas for all program participants as required,
 - iv) ensure the program manager is informed of all information pertaining to the program.
- 6.2 Issue advance cheques to cover meals, accommodation, ground travel and incidental expenses to the program manager as required.
- 6.3 Account for all funding received by Sport Canada for each program according to Sport Canada's terms and conditions for financial contributions.
- 6.4 Ensure the national training centres receive their monthly contributions.

6.5 Ensure the provincial and territorial associations receive their allocation of the National Championship block, as per the current C.A.W.A. policy.

7.0 Meeting Administration

7.1 Ensure all pre-meeting requirements are carried out, such as distribution of the agenda and background information.

7.2 Ensure all the necessary administrative arrangements for the meeting are carried out, specifically:

- i) arrange and book travel for all meeting participants,
- ii) arrange and book accommodation for all meeting participants,
- iii) issue advance cheques for meals.

7.3 Ensure accurate minutes are kept and distributed.

7.4 Attend meetings of the Executive Committee, Board of Directors and other committees as required.

7.5 Account for all funding received by Sport Canada for each meeting according to Sport Canada's terms and conditions for financial contributions.

7.6 Ensure that all policy motions related to the Executive Director's scope are incorporated into the C.A.W.A. Policy Manual.

8.0 Domestic and International Events

8.1 In conjunction with the Organizing Committees, the Executive Director is responsible for the organization and distribution of appropriate administrative and promotional materials for C.A.W.A. sanctioned domestic and international events.

8.2 Act as a liaison with the organizing committees to ensure the administrative information is accurate and distributed on a timely basis.

8.3 Ensure the administrative requirements outlined in the C.A.W.A. Policy Manual and F.I.L.A. Handbook are respected for all C.A.W.A. and/or F.I.L.A. sanctioned events.

8.4 Ensure communication between the organizing committees and foreign participating teams regarding administrative matters.

8.5 Develop an international hosting strategy.

8.6 Coordinate the process of managing the operation of C.A.W.A.'s hosting strategy.

8.7 Assist the Organizing Committee with requests for financial assistance to government agencies where required.

- 8.8 Provide the organizing committees with photos of the President and national team members, along with a letter and/or biographies for promotional use, as required.
- 8.9 Ensure the appropriate forms and documentation are presented to the F.I.L.A. for all Congress meetings.
- 9.0 Marketing and Fundraising
- 9.1 Assist the Marketing Committee with the preparation and implementation of a marketing-fundraising plan. The plan should include projects, timelines and an annual budget.
- 9.2 Circulate to the Executive Committee quarterly reports prepared on marketing matters.
- 9.3 Promote the existing C.A.W.A. donor programs.
- 9.4 Initiate the development and implementation of fundraising programs designed for the C.A.W.A. alumni and membership.
- 9.5 Establish a Canadian Wrestling Foundation.
- 9.6 Maintain an up-to-date product line of wrestling equipment and sportswear.
- 9.7 Prepare and produce a product line catalogue and current price list.
- 9.8 Develop and implement a retailing plan involving provincial and territorial associations as well as tournament organizers.
- 9.9 Market existing educational products: N.C.C.P. manuals and video tapes, rulebooks, scoresheets, etc., to the C.A.W.A. members, Canadian educational institutions and other nations.
- 9.10 Solicit advertisers for the various C.A.W.A. products: Canadian Wrestler, C.A.W.A. Rulebook, event programs and other publications.
- 9.11 Develop and implement plans for the procurement of corporate sponsorship for C.A.W.A. programs and events.
- 9.12 Oversee the servicing of sponsorship agreements.
- 10.0 Communications
- 10.1 Ensure that the Board of Directors is informed of all administrative matters, programs and services in a timely manner.
- 10.2 Oversee the production and quality of the Canadian Wrestler, the C.A.W.A.'s quarterly

newsletter.

- 10.3 Provide information to members and other interested parties on all aspects of the sport by answering enquiries.
- 10.4 Maintain a regular series of media news releases to ensure all members of the media are fully aware of major C.A.W.A. activities.
- 10.5 Prepare and publish a national team media guide to be distributed to the media and used by the team at international competitions.
- 10.6 Ensure the Athlete Information Bureau has up-to-date athlete information, the C.A.W.A. annual calendar of events, and provide results following all national team programs.
- 11.0 Awards and Hall of Fame
- 11.1 Ensure the Awards and Hall of Fame Committee members are up-to-date on all the various external agency awards the C.A.W.A. members are eligible for.
- 11.2 Ensure the appropriate committees or associations nominate candidates for the various C.A.W.A. and external agency awards.
- 11.3 Assist in the preparation of the nominations where required.
- 11.4 Ensure the C.A.W.A. Hall of Fame and Awards criteria are updated as required.
- 12.0 Agency Liaison
- 12.1 Keep abreast of criteria and guidelines of Sport Canada and departments, and maintain communications with our Sport Consultant and other representatives.
- 12.2 Keep abreast of the services offered by the Canadian Sport and Fitness Administration Centre and subsidiary corporations, and ensure that C.A.W.A. takes advantage of such services as required.
- 12.3 Represent the C.A.W.A. at the Senior Manager's Forum and Quarterly Meetings by attending meetings and providing information as required.
- 12.4 Keep abreast of the programs and activities of the Canadian Olympic Association and Commonwealth Games Association of Canada.
- 12.5 Liaise with the F.I.L.A. and other national and international sport agencies as required.

Performance Appraisal

The Vice-President Administration shall prepare a written performance appraisal of the Executive Director on an annual basis. The Vice-President Administration shall be responsible for communicating the results of the appraisal to the Executive Director and for identifying appropriate training and development areas.

November 1993

OFFICE MANAGER

General Description

The Office Manager is responsible for: providing secretarial and administration services to the Association, processing financial data and preparing monthly financial reports, assisting with meetings, making travel arrangements, assisting with reports and publications, and handling special projects.

Organizational Structure

The Office Manager is supervised on a daily basis by the Executive Director and is ultimately responsible to the Executive Committee.

Key Responsibilities

1. Administration
2. Accounting
3. Meetings
4. Travel
5. Reports

Specific Responsibilities

1. Provides Administration Services
 - prepares reports, letters, minutes, technical manuals and other complex materials
 - processes all incoming and outgoing mail; prioritizes urgency of mail; researches files and attaches information needed; composes routine or semi-complex responses; and, edits and proofreads outgoing mail
 - verifies outgoing mail; edits response for style composition; logs mail; and, packages and/or instructs mailroom as to method of mail to be used
 - maintains filing system; determines file codes; determines initiation of new or destruction of old file codes; does cross-indexing; and, retrieves information from files
 - receives all personal and telephone inquiries; clarifies requests, researches material for respondent; answers general inquiries or refers callers to the appropriate individual; takes messages in individual's absence; and, schedules and confirms appointments
2. Performs Accounting Function
 - keeps and records petty cash
 - invoices for accounts receivable
 - records receivables and issues receipts; deposits receivables
 - records payables and issues cheques
 - establish and maintains accounting on AccPac program

- prepares and verifies financial reports
- assists in the preparation of budget submission
- assists auditor at year-end audit
- codes all financial documents to appropriate accounts and checks receipts
- determines what journal entries are required and prepares same
- modifies and upgrades accounting system as required
- prepares Sport Canada reporting
- records and prepares tax receipts
- prepares monthly bank reconciliations
- prepares monthly trial balance of receivables
- completes forms for tax, UIC, CPP, EHT, PST and GST
- prepares payroll for Association staff
- reconciles payroll and prepares year-end reports and T-4's
- monitors cash flow and does appropriate bank transactions
- prepares payroll, T-4s and all payroll reconciliations

3. Assists With Meetings

- reserves location that best meets meeting and financial requirements
- prepares and distributes agenda and pre-meeting material
- confirms attendance and handles registration and fees
- arranges for speakers/special equipment/caterer
- records, edits and produces final copy of minutes
- arranges and/or attends social functions related to the Association

4. Making Travel Arrangements

- books transportation and accommodation for Association staff, Board members and athletes when required
- arranges advances and handles expense claims

5. Assists With Reports/Publications

- types draft and final copy for typesetting
- initiates, clarifies and monitors job orders
- proofreads material for accuracy, spelling and layout
- packages or instructs mailroom for large mailing
- desktop publishing in production of association newsletters

6. Handles Special Projects

- controls office supplies, saleable technical material, publications inventories and manuals/rulebooks
- maintains subscription list for publication
- supervises the activities of part-time office staff
- meets sales representatives and gathers information

- maintains and controls inventory of wrestling products, handles all orders and maintains appropriate records
- assists with computer upgrading and software selection to meet association needs
- requests quotes for all printing jobs, determines selection and coordinates jobs with printers

November 1993

NATIONAL PROGRAM DIRECTOR

General Description

The National Program Director is responsible for planning, implementation, monitoring and evaluation of all major elements of the high performance sport system of the C.A.W.A. The National Program Director provides technical leadership and has the primary responsibility of elaborating and implementing a comprehensive athlete development system which includes: national team programs, national training centre coordination, sport science and research, officiating development, event assistance, and athlete assistance and support.

Organizational Structure

The National Program Director reports to the Executive Director on a daily basis and is ultimately responsible to the C.A.W.A. Technical and Executive Committees.

The National Program Director reports to the C.A.W.A. Vice-President Technical.

The National Program Director is an ex-officio member of the Executive Committee, Technical Committee, Sport Science Committee, and the High Performance Coaches' Meeting.

Liaisons

The National Program Director liaises with:

- C.A.W.A. Staff
- C.A.W.O.A.
- High Performance Coaches
- National Training Centres
- National Team Members
- Provincial/Territorial Associations
- Canadian Interathletic University Association
- Sport Medicine Council of Canada
- Canadian Olympic Association
- Commonwealth Games Association of Canada
- Sport Canada
- International Wrestling Federations
- C.C.D.S.

Power of Decision Making

The National Program Director has authority to take measures that are necessary in the daily and ongoing management of C.A.W.A.'s high performance sport system in accordance with approved budgets and policies.

Key Responsibilities

1. Planning and Evaluation
2. National Team Program
3. World Championships and International Competitions
4. Athlete Assistance and Support
5. National Training Centre Coordination
6. Sport Science and Research
7. Officiating Development
8. Domestic and International Events
9. C.A.W.A. Sub-Committees and Policy Development
10. Communication

Specific Responsibilities

1.0 Planning and Evaluation

- 1.1 Monitor and evaluate the C.A.W.A. Master plan, Yearly Work Plans and Performance Indicators established within the Quadrennial Plan as it pertains to the National Program Director.

2.0 National Team Programs

- 2.1 Ensure the implementation and evaluation of annual and long term training and competition plans for the national team.
- 2.2 Establish a multi-year and annual monitoring plan for performance objectives as established in the quadrennial plan. Monitor the performance objectives and communicate the same to athletes and coaches.
- 2.3 Coordinate international and domestic schedules to provide for optimal athlete development.
- 2.4 Coordinate and integrate activities of the national team program with related high performance programs.
- 2.5 Prepare and manage the national team budget with the assistance of the Executive Director.
- 2.6 Ensure that all travel arrangements for training and competitive events are finalized. This includes plane reservations, ground transportation, room and board, visa requirements, etc.
- 2.7 Communicate all travel information, team size and names to the host organizing committee within the F.I.L.A. deadlines.
- 2.8 Direct and coordinate C.A.W.A. video and computer scouting activities for all major

domestic and international competitions.

2.9 Ensure the provision of scouting files by individual weight classes for athletes and coaches.

3.0 World Championships and International Competitions

3.1 Has overall responsibility of the national team at all world championships and international competitions in terms of:

- i) preparation,
- ii) ensure the selection process is adhered to,
- iii) staging, and
- iv) on site activities.

3.2 Has the authority to ensure the coaching staff has optimally prepared and communicated:

- i) competitive preparation schedule,
- ii) training preparation schedule,
- iii) on site detailed practice plans, and
- iv) tapering and peaking program.

3.3 Directs the activities and efforts of all team support staff.

3.4 Evaluates all projects with analysis of final results vs. performance objectives and recommendations for future improvement of all aspects of the program.

4.0 Athlete Assistance and Support

The National Program Director is responsible for directing the Athlete Assistance Program through the performance of the following duties:

4.1 Develop criteria for the selection of national team and carded athletes. Provide direction to the C.A.W.A. Technical and Executive Committees for improvements and modifications to the C.A.W.A. carding policy.

4.2 Direct the annual carding meeting for the high performance coaches.

4.3 Prepare and present the annual Athlete Assistance submission to Sport Canada.

4.4 Prepare the annual athlete agreements. Ensure the agreements are signed prior to Sport Canada initiating assistance.

4.5 Ensure through the utilization and monitoring of the athlete agreements, that all carded athletes are:

- i) training under adequate conditions and are monitored by their personal coaches on a daily basis, and

- ii) adhering to an annual competitive program.
- 4.6 Direct the monitoring and evaluation of each carded athlete's competitive and training program, by:
- i) ensuring each carded athlete undergoes the C.A.W.A. required physical and physiological tests,
 - ii) providing quarterly and final updates on the objective carding and tiering points,
 - iii) providing an annual competitive summary for all carded athletes, and
 - iv) maintaining an up-to-date accurate file for each carded athlete and national team member.
- 4.7 Liaise with the C.O.A. regarding the Olympic Athlete Career Centre.
- 4.8 Liaise with Sport Canada regarding the Extended Athlete Assistance program.
- 4.9 Provide anti-doping education to all senior athletes via newsletters, clinics, and guest speakers at events.
- 4.10 Liaise with C.C.D.S. regarding specific C.A.W.A. anti-doping activities.
- 5.0 National Training Centre Coordination
- 5.1 Develop the national training centre selection criteria. Provide direction to the C.A.W.A. Technical Committee for improvements and modifications.
- 5.2 Prepare the annual training centre contracts. Ensure these contracts are signed prior to initiating assistance.
- 5.3 Monitor and evaluate the performance of the national training centres. Prepare an annual report highlighting the performance of the national training centres.
- 5.4 Maintain an up-to-date accurate file for each training centre.
- 5.5 Ensure that effective coaching, sport science and medical services are provided to the carded athletes and national team members at the national training centres.
- 6.0 Sport Science and Research
- 6.1 In conjunction with the Chairman of the Sport Science Committee, prepare and monitor an annual budget.
- 6.2 Organize, implement and account for all the activities of this Committee.
- 6.3 Ensure dissemination and application of Sport Science and Research project results.

- 6.4 Maintain a file of testing results for each carded and national team athlete.
- 7.0 Officiating Development
- 7.1 Coordinate the development, implementation and integration of the officiating development and officiating education programs, such as national and international clinics to ensure effective and efficient officiating.
- 7.2 In conjunction with the C.A.W.O.A., develop and revise officiating certification manuals as well as audio-visual materials. Coordinate their production.
- 7.3 Ensure that clinicians are trained to give clinics.
- 7.4 Coordinate the preparation, publication and distribution of an annual C.A.W.A. Rulebook.
- 7.5 In conjunction with the C.A.W.O.A. and with the assistance of the Executive Director, prepare and monitor an annual officiating development budget.
- 7.6 Organize and coordinate the activities of the officials' national and international game plan.
- 8.0 Domestic and International Events
- 8.1 In conjunction with the organizing committees, the National Program Director is responsible for the organization and distribution of appropriate technical materials for C.A.W.A. sanctioned domestic and international senior events.
- 8.2 Act as a liaison with organizing committees to ensure the technical information is accurate and distributed on a timely basis.
- 8.3 Attend, assist, monitor and evaluate the staging operations of senior events.
- 8.4 Ensure the technical requirements outlined in the C.A.W.A. Policy Manual and F.I.L.A. Handbook are respected for all C.A.W.A. and/or F.I.L.A. sanctioned senior events.
- 8.5 Arrange the hosting of foreign teams participating in senior international competitions in Canada.
- 8.6 In conjunction with the Technical Director, develop and maintain an annual and quadrennial calendar of national and international events to be distributed to the membership.

9.0 C.A.W.A. Sub-Committees and Policy Development

- 9.1 Assist in the preparation and attend the C.A.W.A. Technical Committee, Sport Science and Research Committee and High Performance Coaches' meetings.
- 9.2 Prepare and distribute the agendas for these meetings. Compile and distribute the minutes of these meetings.
- 9.3 Prepare and monitor the annual budget for these sub-committees with assistance from the Executive Director.
- 9.4 Ensure that all policy motions related to the National Program Director's scope are incorporated into the C.A.W.A. Policy Manual.

10.0 Communication

- 10.1 Ensure that the Board of Directors, national training centres, national team and carded athletes are informed of all national program matters in a timely manner.
- 10.2 Submit reports to the various sub-committees and the Annual General Meeting regarding ongoing national program matters.
- 10.3 Prepare an article for each issue of the Canadian Wrestler.

Performance Appraisal

The Vice-President Administration shall prepare a written performance appraisal of the National Program Director on an annual basis. The Vice-President Administration shall be responsible for communicating the results of the appraisal to the National Program Director and for identifying appropriate training and development areas.

November 1993

TECHNICAL DIRECTOR

General Description

The Technical Director is responsible for planning, implementation, monitoring and evaluation of specific technical elements of the C.A.W.A. high performance and domestic sport system. The Technical Director provides technical leadership and has the primary responsibility of preparing and implementing a comprehensive development system which includes: athlete development up to and including the espoir age group, coaching development and education, domestic and international events, and policy development.

Organizational Structure

The Technical Director is supervised on a daily basis by the Executive Director and is ultimately responsible to the C.A.W.A. Technical and Executive Committees.

The Technical Director reports to the C.A.W.A. Vice-President Technical and to the C.A.W.A. Vice-President Development.

The Technical Director is an ex-officio member of the Executive Committee, Technical Committee, Coaching Education and Certification Committee, Development Committee and Women's Committee.

Liaisons

The Technical Director liaises with:

- C.A.W.A. Staff
- Women's Program (Development and National Team)
- C.A.W.O.A.
- National Espoir Team Members
- Provincial/Territorial Associations
- Coaching Association of Canada
- Canada Games Council
- Canadian Olympic Association
- Sport Canada
- C.C.D.S.
- Technical Council

Power of Decision Making

The Technical Director, in consultation with the Executive Director, has sufficient authority to take measures that are necessary in the daily management of the Association's programs, in accordance with approved budgets and policies. Beyond these limits, the Technical Director is required to have decisions approved by the Executive officers.

Key Responsibilities

1. Planning and Evaluation
2. Coaching Development and Education
3. Athlete Development and Education (up to and including espoir age group)
4. National Espoir Team Program
5. Domestic and International Events
6. C.A.W.A. Sub-Committees
7. Policy Development
8. Communication
9. Women's Program (Development and National Team)
10. Veteran's Event Coordination

Specific Responsibilities

1.0 Planning and Evaluation

- 1.1 Monitor and evaluate the C.A.W.A. Master Plan, Yearly Work Plans and Performance Indicators established within the Quadrennial Plan, as it pertains to the Technical Director.

2.0 Coaching Development and Education

- 2.1 Coordinate the development, implementation and integration of the coaching development and advance coaching education programs, such as coaching development, C.A.C., C.O.A., to ensure effective and efficient coaching opportunities.
- 2.2 In conjunction with the C.E.C.C. Committee develop and revise coaching certification and course conductor manuals, as well as audio visual materials. Coordinate their production.
- 2.3 Ensure that course conductors are trained to deliver the C.E.C.C. courses.
- 2.4 Contribute to the development of the level 4 and 5 technical courses.
- 2.5 Ensure that the national team coaches meet the Sport Canada certification requirements.
- 2.6 Ensure that Master and Apprentice coaches are identified and developed.
- 2.7 Liaise with the C.O.A., F.I.L.A. and other agencies in order to access and implement their coaching development programs (Olympic Solidarity Clinic, Olympic Academy, International Wrestling Clinics, etc.)
- 2.8 Organize national coaching clinics in conjunction with pre-scheduled events.

- 2.9 Prepare and monitor the annual budget(s) for coaching development activities, with assistance from the Executive Director.
- 3.0 Athlete Development (Cadet, Junior, Espoir)
- 3.1 Develop an overall athlete development system and ensure its integration and implementation across the country.
- 3.2 Liaise with the provincial and territorial associations, clubs and athletes in monitoring and supporting long term athlete development.
- 3.3 In conjunction with the National Program Director and Training Centre coaches, design an athlete identification program and direct its implementation.
- 3.4 Develop, direct, monitor and implement an annual plan for domestic and international events (tournaments and camps) for the cadet, junior and espoir age groups.
- 3.5 Prepare and manage the budget for these domestic and international events, where applicable, with the assistance of the Executive Director.
- 3.6 Access C.O.A. programs that would be of benefit to age group athletes, such as the Olympic Torch Scholarship Fund.
- 3.7 Provide anti-doping education to age group athletes via newsletters, clinics and guest speakers at events.
- 4.0 National Espoir Team Program
- 4.1 In conjunction with the National Program Director and Espoir Coaching Staff, ensure the implementation and evaluation of annual and long term training and competition plans for the national espoir team.
- 4.2 Establish a multi-year and annual monitoring plan for performance objectives as established in the quadrennial plan. In conjunction with the Espoir Coaching Staff monitor the performance objectives and communicate this information to the athletes and personal coaches.
- 4.3 Provide input to the development of criteria for the selection of the national espoir team and ensure that it is adhered to.
- 4.4 Direct the activities and efforts of all the support staff.
- 4.5 Ensure that all travel arrangements for the training and competitive events are finalized. This includes plane reservations, ground transportation, room and board, visa requirements, etc.

- 4.6 Communicate all travel information, team size and names to the host organizing committee within the F.I.L.A. deadlines.
- 4.7 Monitor the budget for the national espoir team projects, with the assistance of the Executive Director.
- 5.0 Domestic and International Events
- 5.1 In conjunction with the organizing committees, the Technical Director is responsible for the organization and distribution of appropriate technical and promotional materials for C.A.W.A. sanctioned domestic and international events.
- 5.2 Acts as a liaison with organizing committees to ensure the technical information is accurate and distributed on a timely basis.
- 5.3 Attend, assist, monitor and evaluate the staging operations of cadet, junior and espoir events.
- 5.4 Ensure the technical requirements outlined in the C.A.W.A. Policy Manual and F.I.L.A. Handbook are respected for all C.A.W.A. and/or F.I.L.A. sanctioned events (for the cadet, junior and espoir age groups).
- 5.5 Develop and maintain an annual and quadrennial calendar of provincial and national events to be distributed to the membership.
- 6.0 C.A.W.A. Sub-Committees
- 6.1 Assist in the preparation and attend the C.A.W.A. Technical Committee, C.E.C.C. Committee, Development Committee and Women's Committee meetings.
- 6.2 Prepare and distribute the agendas for these meetings. Compile and distribute the minutes of these meetings.
- 6.3 Prepare and monitor the annual budget for these sub-committees, with assistance from the Executive Director.
- 6.4 Ensure that all travel arrangements for the C.A.W.A. sub-committees are finalized. This includes plane reservations, ground transportation, room and board, meeting room, catering and audio-visual needs.
- 7.0 Policy Development
- 7.1 Ensure that all policy motions related to the Technical Director's scope are incorporated in the C.A.W.A. Policy Manual.

7.2 Liaise with the Canada Games Council regarding the preparation of the technical guidelines. Serve as the technical advisor to the organizing committee.

8.0 Communication

8.1 Ensure that the Board of Directors is informed of all technical matters in a timely manner.

8.2 Submit reports to the various sub-committees and the Annual General Meeting regarding ongoing technical matters.

8.3 Prepare an article for each issue of the Canadian Wrestler.

9.0 Women's Program (Development and National Team)

9.1 Develop an overall athlete development system and ensure its integration and implementation across the country.

9.2 Liaise with the provincial and territorial associations, clubs and athletes in monitoring and supporting long term athlete development.

9.3 Develop, direct, monitor and implement an annual plan for domestic and international events (tournaments and camps) for women.

9.4 Prepare and manage the budget for these domestic and international events, where applicable, with the assistance of the Executive Directors.

9.5 In conjunction with the National Program Director and appropriate coaches, ensure the implementation and evaluation of annual and long term training and competition plans for the national women's team.

9.6 Establish a multi-year and annual monitoring plan for performance objectives as established in the quadrennial plan. In conjunction with the National Program Director and Coaching Staff, monitor the performance objectives and communicate this information to the athletes and personal coaches.

9.7 Provide input to the development of criteria for the selection of the national women's team and ensure that it is adhered to.

9.8 Direct the activities and efforts of all the support staff.

9.9 Ensure that all travel arrangements for the training and competitive events are finalized. This includes plane reservations, ground transportation, room and board, visa requirements, etc.

- 9.10 Communicate all travel information, team size and names to the host organizing committee within the F.I.L.A. deadlines.
- 9.11 Monitor the budget for the Women's Program activities with assistance of Executive Director.
- 10. Veterans' Event Coordination
 - 10.1 Communication of information on international veterans' events.
 - 10.2 Coordination of Canadian participation, as required by Organizing Committee, in such events.
 - 10.3 Examine feasibility of Veterans' National Championship.

Performance Appraisal

The Vice-President Administration shall prepare a written performance appraisal of the Technical Director on an annual basis. The Vice-President Administration shall be responsible for communicating the appraisal results to the Technical Director and for identifying appropriate training and development areas.

November 1993