



With a new Strategic Plan, a new structure and a new team, it is an exciting time to join Singapore Gymnastics (SG). Singapore Gymnastics is offering an opportunity for a dynamic individual to lead the High Performance Coaching Team to take Women’s Artistic Gymnastics in Singapore to the next level.			
<b>Job Title:</b>	<b>Women’s Artistic Gymnastics (WAG) National Head Coach</b>		
<b>Status</b>	Full time position	<b>Location</b>	Singapore
<b>Reports To:</b>	General Manager or Sport Development Manager - WAG	<b>Direct Reports:</b>	WAG National Training Centre Coaches
<b>Prepared by:</b>	General Manager	<b>Revision</b>	April 2021
<b>Applications Accepted By</b>			
<b>EMAIL</b>		<b>MAIL</b>	
To: gm@singaporegymnastics.org.sg Subject Line: National WAG Head Coach Application Attention: Ms Karen Norden		To: Ms Karen Norden Singapore Gymnastics 3 Stadium Drive, #01-33 Singapore 397630	
<b>Application:</b>	Interested and qualified candidates, please submit your resume together with your salary expectations (in Singapore Dollars) to the contact detailed above.  <b>CLOSING DATE: 11:00pm Monday 25 May, 2021 (Singapore time)</b>		
<b>About Singapore Gymnastics:</b>			
<p>SG is the National Sports Association (NSA) for gymnastics in Singapore. We are supported by the Singapore National Olympic Council (SNOC) together with Sport Singapore (SportSG) and have been affiliated to the Federation Internationale de Gymnastique (FIG) since 2003. SG currently runs three high performance gymnastics training programs in Olympic disciplines, namely Men’s Artistic Gymnastics (MAG), Women’s Artistic Gymnastics (WAG) and Rhythmic Gymnastics (RG).</p> <p>Singapore Gymnastics aims to lead and support the continuous growth of SG’s affiliated clubs, schools, members, gymnasts, coaches, officials, and volunteers.</p> <p>1.1. Vision Gymnastics for Everyone – Enjoyment and Excellence</p> <p>1.2. Mission To promote gymnastics as a sport for all ages and to develop world class athletes who consistently win medals at the Southeast Asian Games, Asian Games, Commonwealth Games, and other Games.</p> <p>1.3. Value Statements / Guiding Principles Core Values (“PERFECT”) Professionalism Excellence Respect</p>			

Fairness  
Enjoyment  
Community  
Teamwork

### Primary Purpose of the Role:

An exciting opportunity exists for a talented individual to lead the Women's Artistic Gymnastics National Training Centre (NTC) in Singapore. The focus of this role is to maximise the potential of the NTC and the elite squad gymnasts through coaching, the design of programmes, leading a team of National coaches in the implementation of robust systems and processes from talent ID through to international competition. Singapore Gymnastics is seeking to appoint a suitably qualified and experienced Head Coach who has the mindset and skills required to develop an effective long-term performance pathway and excellent technical, motivational and communication skills while developing a high performance culture in the NTC.

The Head Coach will lead the NTC Coaching Team to coach the women's artistic gymnastics NTC athletes to bring them towards becoming members of SG's Teams for Olympics in the future.

- Responsible for the overall management of the WAG NTC, the athletes and coaches in Singapore.
- Provide leadership, support and guidance to the Programme Manager and NTC Coaches around the development of the high-performance athletes at the NTC.
- Coach the Senior and Junior international team.
- Manage, coordinate and develop the WAG NTC Coaches in Singapore.

### Responsibilities

#### NATIONAL HEAD COACH

- The Head Coach will be responsible for delivering a successful women's artistic performance programme for Singapore. The role will involve coaching existing gymnasts and participating in national squad training on a regular basis.
- Develop and implement a rolling four-year operational plan for the WAG NTC in line with SG's Strategic Plan.
- Implement a broad development plan as well as detailed annual operational plan for gymnasts; including a systematic recruitment programme to identify potential gymnasts to achieve their potential and SG's objectives. This should include a structured system to recruit potential talent and the transition out of any gymnasts who do not meet the development requirements.
- Develop an annual calendar of WAG High Performance activities including national and international clinics/camps, etc.
- Assist the General Manager and Programme Manager with the preparation of the annual budgets for the WAG NTC and high-performance activities.
- Assist the Programme Manager with the day to day administration tasks and duties of the NTC.
- Provide strategic focus and leadership for all the squad programmes, taking responsibility for all aspects of the programmes delivered.
- Assist with the recruitment and management of the NTC Coaches
- Provide guidance, mentoring and direction to all the NTC coaches.
- Work closely with the NTC coaches to design and implement high quality holistic training and competition programmes for gymnasts.
- Assist gymnasts and coaches to develop training and competition strategies to maximise their potential.
- Monitor, measure and evaluate effectiveness of the programme.
- Make recommendations for selection of gymnasts into the squad programme.
- Undertake leadership roles at training camps and national and international events as appropriate.

- Design, develop and promote a high performance culture and seamless performance pathway through robust systems and procedures.
- Compliance and commitment to all aspects of child protection, health and safety and welfare in all matters.

### **COACHING**

- Work out detailed daily and monthly training schedules in line with the FIG Code of Points to meet training objectives.
- Provide fundamental training in the areas of technical, physical and psychological competition strategies.
- Assess each gymnast's role and potential in the squad as well as their progress in training by:
  - Collaborating with each athlete to set realistic targets for training sessions and competitions.
  - Maintaining records and monitoring the outcomes of training programs.
  - Regularly reviewing the training and competition records of each athlete.
  - Conducting feedback sessions at the end of each training and competition.
  - Providing guidance and advice to the gymnasts before and during competitions.
  - Recommend a list of competitions for each gymnast, towards helping the respective gymnasts achieve their major targets;
- Ensure strict discipline and high level of commitment from each gymnast and their learning attitude.
- Ensure that the squad remains the best in their age group.

### **SPORT DEVELOPMENT**

- Assist with the implementation and monitoring of the National Program
- To provide strategic direction to the development of the sport through the Technical Advisory Council (TAC)
- To assist with the development and implementation of the criteria and system for talent identification
- In conjunction with the Programme Manager and TAC plan the annual competition calendar
- To work together with the technical officials on judging matters
- On a periodic basis:
  - Assist in leading and conducting SG's National Coach Accreditation Courses/ other coach education events.

### **REPORTS**

- Prepare and present six monthly athlete reports
- Prepare analysis of the training and competition achievements of athletes against the Key Performance Indicators
- To regularly keep the Programme Manager informed of updates and progress
- Prepare bi-monthly reports for General Manger on the WAG NTC.

### **TRANSFER OF EXPERTISE**

- To identify and provide comprehensive apprenticeship training and opportunities for a core group of NSA-identified coaches and officiating personnel.
- To provide mentorship and training for the identified local coaching personnel that are identified to be part of the "Coach Internship" program or any of the NTC coaching staff – at least 2 local coaches per year

- Provide at a minimum of 3 Continuing Coach Education (CCE) opportunities (includes delivery of presentations to coaches e.g. on the sport’s coaching/ high performance pathways) per year through involvement in National Squad camps, Singapore Gymnastics Development Programme, Coach Congress and High Performance Symposium/Master Class.

**CODE OF ETHICS**

- Have responsibility to uphold the image of SG by behaving and speaking in a manner that does not tarnish, taint or impact negatively on SG.
- To act in the best interests of Singapore Gymnastics at all times and avoid any interest, activity or relationship that conflicts with the interest of Singapore Gymnastics
- Work together harmoniously and productively with other National Coaches.
- Respect relationship boundaries with various stakeholders (e.g. gymnasts, parents etc.) and maintain impartiality.

**RELATIONSHIP MANAGEMENT**

- Assist effective and professional communication to key stakeholders and the community via website updates and “SG Latest News” stories
- Strive to continually build stronger relationships among the Singapore gymnastics community through regular communication with coaches, clubs, athletes and the communities at large.
- Where appropriate and required, establish links with other world class people, programs and/or organisations with specific expertise in high performance sport (i.e. within and outside of Gymnastics).

Support of all SG events and activities and assist with any other general duties within the SG office as directed by the GM.

**Relationship Management:**

**Internal (SG)**

- GM
- Sport Development Manager - WAG
- National Program Manager
- National Coaches
- SG staff
- Technical Committee Members

**External**

- SG Clubs
- SG members
- Schools
- SportsSG
- Coach SG
- NOC

**Key Performance Outcomes:**

- Implementation of an effective pathway program to assist in the growth and retention of athletes at all levels, that incorporates an athlete monitoring and tracking system that:
  - Clearly articulates the pathways for the identification and development of pre-elite athletes in the disciplines.
  - Clear understands both the number and quality of athletes required at each level of the pathway(s) to sustain the success of SG’s National Teams in the future.
- Lead the implementation of business systems and processes that will enhance the efficiency and effectiveness of the Talent Identification process of the PPP.
- Actively develop the affiliated clubs’ capacity and capacity to deliver High Performance through ongoing relationships between the clubs and the National Training Centre.
- Increase the quantity and quality of Coaches through the development of a high-performance coach development pathway and professional development plan, which sees a comprehensive network of

world class coaches and support personnel who are motivated and working together to achieve world's best results.

- Develop a performance culture across the National Training Centre (NTC) which is based on personal excellence, innovation, teamwork, integrity and ethical behaviour.
- Strong positive relationships with a broad range of key stakeholders through regular contact/communication and information sharing with all internal and external stakeholders.
- SG's Strategic Plan objectives and targets achieved.

**Recruitment and Selection Requirements:**

<p>Personal Qualities</p>	<ul style="list-style-type: none"> <li>• Energy: Self-motivated with a passion for sport and physical activity;</li> <li>• Excellence: a personal commitment to excellence;</li> <li>• Adaptability: embraces change and seeks to shape the future;</li> <li>• Collaborative: engages with others, respects diversity and works in a team;</li> <li>• Innovative: fosters a proactive culture of continual improvement;</li> <li>• Composure: 'can do' attitude and ability to thrive under pressure;</li> <li>• Personal Accountability: accepts responsibility and takes initiative.</li> </ul>
<p>Qualification Requirements</p>	<ul style="list-style-type: none"> <li>• University Degree or Diploma, in fields of Physical Education, Sports Science, Sports Coaching or other sports coaching related discipline.</li> <li>• National and/or international gymnastics coaching qualifications, with a preference for FIG Level 2 and above coaching qualification.</li> <li>• Strong People Skills – good relationships with athletes, coaches and clubs.</li> <li>• Excellent communication skills, both written and spoken.</li> <li>• A good level of administration skills and proficient computer skills.</li> <li>• Fluency &amp; proficiency in spoken &amp; written English.</li> </ul>
<p>Knowledge &amp; Experience</p>	<ul style="list-style-type: none"> <li>• Experience in managing Women's Artistic Gymnastics gymnasts at an international Junior to Senior Level.</li> <li>• Proven track record in developing gymnasts in women's artistic gymnastics to an international level.</li> <li>• It is desirable that the candidate has had previous international gymnastics experience in creating and/or delivering a successful programme that delivers results.</li> <li>• The ability to implement technical programmes.</li> <li>• Understanding of how individual athletes are motivated and ability to vary his/her approach to development the very best performance and to bring the best out of existing talent – ability to make behavioural change to have a positive impact in performance.</li> <li>• Be able to identify, assess and monitor the capabilities and progress of gymnasts.</li> <li>• Understanding and appreciation of the field of talent identification, selection and confirmation and how this can contribute to the development of a National team.</li> <li>• Effective in drawing up and implementing monthly and yearly training plans.</li> <li>• Have sound knowledge of local and international gymnastics development trends.</li> <li>• Up-to-date knowledge of the Code of Points is required.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Skill in fostering productive relationships with other coaches and be able to encourage creativity and contribution from others. Ability to work effectively with colleagues both within gymnastics and from other organisations.</li><li>• Knowledge and experience of both elite and development level coaching and the needs of elite coaches working within a gymnastics high performance environment.</li><li>• An understanding of the contribution of coaching, sports science and performance support to the development and promotion of sporting talent through the pathway.</li><li>• Demonstrates great judgement and creative approaches to challenge traditional technical and training assumptions and in providing solutions.</li><li>• Uses appropriate techniques and communication strategies to gain acceptance of ideas and plans.</li><li>• Sets high goals and establishes stretch goals for personal, team and program accomplishment</li><li>• Committed to and a proven track record of personnel development and a willingness to improve knowledge.</li><li>• A skilful and persuasive communicator, with a specific focus on the needs of elite gymnasts and coaches.</li><li>• Shows integrity and is fair, equitable and ethical in approach. Protects confidential information, adheres to policies and demonstrates loyalty to gymnastics and the club.</li></ul> |
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