



RUGBY ONTARIO JOB DESCRIPTION

Position Title: Coordinator, Competitions & Events

Position Term: Permanent, Full Time

Reports To: Manager, Competitions & Events

Background:

Do you want to gain invaluable work experience in the world of amateur sport? Have you ever wanted to help grow the game of rugby in Ontario?

Rugby Ontario is the Provincial Sport Organization (PSO) for rugby in Ontario. The story of rugby in Ontario is one of evolution. We are not the same organization we were a decade ago. We are not even the same organization we were two years ago. To help shape this constant evolution, we set out to reflect upon, and better understand, the challenges and needs of our membership. Our mission is to lead, support, and promote Rugby for All from our communities to clubs to province. Working with our member clubs and branches we are looking to make rugby one of the most appealing, accessible and inclusive sporting activities available today.

Rugby Ontario is actively searching for talented and ambitious individuals who are passionate about the field of sport management, want to apply their knowledge and experience, and support a vision of Rugby for All.

Position Summary:

Rugby Ontario is inviting applications for the position of Coordinator, Competitions & Events.

The Coordinator, Competitions & Events will assist the development, planning and administration of junior / age-grade and senior competitions as well as Rugby Ontario's Championship and Cup events (e.g. McCormick Cup, OWL Cup, Junior 7s Championships, etc.). This position provides a critical and fundamental service to support Rugby Ontario's 65+ member clubs, branches and all participants. At the direction of the Manager, Competitions & Events, this role will also provide administrative and logistical assistance to Rugby Ontario's numerous events, tournaments and championship events each year. A close working relationship with other members of the Rugby Ontario team and other relevant community stakeholders, partners and committees, coupled with excellent organizational and communication skills, will be essential to the successful achievement of this position's objectives.

Primary Duties and Responsibilities:

The employee shall undertake such duties as directed by the Manager, Competitions & Events and/or Chief Executive Officer, or any other employee as designated by the Chief Executive Officer, including but not limited to:

- Work closely with relevant Rugby Ontario staff leads and committees in administering all aspects of Rugby Ontario's junior/age-grade and senior club competitions, supporting appropriate

*Rugby Ontario
Abilities Centre
55 Gordon Street,
Whitby ON L1N 0J2
Tel: 647 560 4790*



www.rugbyontario.com



declaration, and structure / scheduling processes, and applying the published competition policies and procedures to teams and clubs in a timely and transparent manner.

- Work closely with relevant Rugby Ontario / Rugby Canada staff to ensure Rugby Ontario competitions, leagues, tournaments and events are correctly sanctioned and insured.
- With direction from the Manager, Competitions & Events, provide planning and delivery support to all Rugby Ontario competition events including the Marshall League, Ontario Women's League, Senior and Junior Championship and Cup events (i.e. McCormick Cup, OWL Cup, Fall Cup, Gee Gage Cup, Intermediate Cups), Junior Club 15s and 7s Championships, Mixed Ability Rugby "All In Rugby Cup", and school rugby competitions (where feasible).
- Assist regional Branch convenors in the planning of Branch leagues and competitions as required, to ensure meaningful competition and adherence to policies and procedures is maintained.
- Support relevant aspects of Rugby Ontario's registration/membership program, delivering key services to Member Clubs & Branches and individuals in relation to participation in sanctioned leagues and competitions, including registration, player transfers, sanctioning, team sheet management and other policy management as required.
- Support the planning and execution of Provincial / High Performance representative program events, as required by the staff leads of the department.
- Liaise with the Rugby Ontario Discipline, Appeals & Investigations Committee as required, ensuring all match officials' reports are reviewed, capturing, and presenting all issues to be dealt with by the Committee and, at the direction of the Committee Chair, support the assigned staff lead in ensuring the communication and application of discipline rulings that may impact leagues and competitions.
- Other duties as assigned by the Manager, Competitions & Events and / or Chief Executive Officer.

Desired Experience and Qualifications:

- A post-secondary level of education in a related field of study (i.e. Sports Management, Recreation, Event Planning/Management, Community Development)
- Prior experience working in a sport organization, and preference given to those demonstrating experience working in competitions and events (e.g. scheduling, logistics planning, database management, etc.)
- Strong leadership, organizational and communication skills
- Exceptional planning, analytical and reporting skills
- Self-directed and results oriented with the ability to multi-task and problem solve
- Proficient computer skills using both Mac and PC, and Microsoft Office
- Knowledge of Rugby Ontario and the Ontario rugby community is an asset but not essential
- Ability to work within a flexible schedule and in a remote work environment setting
- Demonstrated strong values and ethics, in accordance with Rugby Ontario's organizational values (and other Rugby Ontario policies), through personal and professional behaviours
- Demonstrated experience working with and supporting volunteers and/or in customer service
- Current, clear criminal record check for the vulnerable sector required

Rugby Ontario
Abilities Centre
55 Gordon Street,
Whitby ON L1N 0J2
Tel: 647 560 4790



www.rugbyontario.com



The nature and scope of this position may from time to time, particularly between the months of May to October, require the need for work to be scheduled outside regular business hours, including evenings and weekends.

Note: This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties, which may be assigned from time to time.

Position Information:

Compensation Package:

Salary will be commensurate with experience and will include enrolment in the company benefits program.

Location/Provincial Office:

The position will be working remotely until further notice.
Address: Abilities Centre, 55 Gordon St, Whitby ON L1N 0J2

To Apply:

Please forward your cover letter and resume as one attachment via email **by 5:00pm ET on Thursday, May 12, 2022** to Rugby Ontario Human Resources at humanresources@rugbyontario.com citing the position title in the subject line [e.g. Coordinator, Competitions & Event – First & Last Name].

Rugby Ontario is an Equal Opportunity Employer. Hiring and other employment decisions at Rugby Ontario are made without regard to race, colour, religion, sex, ancestry, national origin, ethnic origin, age, disability, citizenship, veteran status, sexual orientation, marital status, family status, or any other characteristic protected by federal, provincial, or local law, regulation, or ordinance.

Rugby Ontario
Abilities Centre
55 Gordon Street,
Whitby ON L1N 0J2
Tel: 647 560 4790



www.rugbyontario.com