



RUGBY CANADA JOB DESCRIPTION

Title: Manager, Men's National Team Logistics & Daily Training Environment

Type of Position: *Full Time Employee*

Location: Langford, BC

Functional Area: Performance Rugby

Reporting to: Managing Director, Performance Rugby & Director, Men's Rugby Performance

Rugby Canada is the national sport organization for rugby union committed to delivering life-long, inclusive rugby experiences that cultivate participation and inspire excellence from community to club to country. Our organizational values include integrity, passion, solidarity, discipline and respect.

POSITION DESCRIPTION

The Manager, Men's National Team Logistics & Daily Training Environment will provide a robust administrative platform for all staff and players to operate in an optimum high-performance environment at both the academy and national team level. This position reports directly to the Managing Director, Performance Rugby with daily interactions with the Director, Men's Rugby Performance.

While the role is primarily located full time in Langford and will support program tour managers, there may be a need for the individual to travel from time to time with national team programming if deemed necessary.

RESPONSIBILITIES

Program Administration and Logistics

- Liaise with lead program staff on the day-to-day operations of men's programming. This includes but is not limited to field bookings, transport, training kit and Meal bookings;
- Directly support the Head Coach, Men's National Academy and Head Coach, Men's 7s with daily centralized logistics as needed;
- Directly support the Head Coach, Men's 15s and National Camp preparations.
- Meet with the Director, Merchandising and Team Apparel on an ongoing basis to ensure all men's program kit is ordered and shipped in a timely manner;
- Deliver operational budgets in accordance with planning guidelines, budget limitations and tour agreements;
- Quarterly report on all budgets to the Managing Director, Performance Rugby;
- Approve men's program staff and athlete expenses in accordance with Rugby Canada's expense policies;

HEAD OFFICE

Victoria Office / Bureau de Victoria
3019 Glen Lake Road
Langford, BC CANADA V9B 4B4
Tel / Tél: 250-483-1202

Vancouver Office / Bureau de Vancouver
Suite 450 - 375 Water Street
Vancouver, BC CANADA V6B 5C6
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rugby.ca
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- Oversee tour managers and support as needed to ensure all tour logistics and planning are in place;
- Reconcile the program company credit card and submit invoices to the Rugby Canada Finance department;
- Facilitate a professional environment for the National Carded Athletes and Academy Athletes at the Al Charron Training Centre;
- Work closely with all Men's National Team staff by supporting their functional areas in terms of budget management, equipment needs, and any additional items to promote a high-performance environment;
- Manage the centralized programming player intake process for all new players joining the daily training environment;
- Work closely with the Medical & Rugby Services departments in processing and filing insurance and medical claims;
- Manage all documents that are required by World Rugby, Own The Podium, Sport Canada and other agencies or departments such as national authorities, border officers, travel agencies, insurance program and Rugby Canada membership;
- Organize program meetings for identified staff on a monthly basis to promote communication within and across departments;
- Oversea and Manage Rugby Canada's Player Database Management (The Sports Office).

Managing of Major Sport Partner Relationships

- Act as the primary administrative contact for all Major games including Olympics, Commonwealth, Pan Am and Rugby World Cups;
- Ensure all athletes have a signed and up-to-date athlete agreement;
- Liaise with Sport Canada on all aspects of the Athletes Assistance Program (AAP)
- Support identified national team athletes in completing all relevant documents for Sport Canada Athlete Assistance Program support;
- Oversee all anti-doping requirements for men's national team programs for both World Rugby and the Canadian Centre for Ethics in Sport (CCES);
- Work closely with senior program staff on all Own The Podium (OTP) planning with a specific emphasis on budget planning.

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REQUIRED SKILLS AND QUALIFICATIONS

- Post-Secondary degree in Sports Management, Business Management or a related field considered an asset;
- Experience managing a multi-million-dollar budget considered an asset;
- Efficient in Microsoft Excel, Office, Outlook, PowerPoint and Word;
- Applicant must be able to lift approx. 60 lbs. on a regular bases especially during tour preparation windows;
- Must have a valid passport for travel;
- Must have a valid driver's license;
- Knowledge of the Canadian Sport System considered an asset;
- Knowledge of the sport of Rugby Union considered an asset;
- Bilingual in English and French considered an asset;
- Must be legally entitled to work in Canada.

PERSONAL ATTRIBUTE QUALIFICATIONS

- Ability to manage multiple projects at once;
- Possession of strong decision-making skills;
- Demonstrates strong leadership competencies;
- Must be able to work within a diverse group of individuals;
- Self-motivated and can work well on tight deadlines;
- Can adapt to an ever-changing work environment;
- Ability to maintain a high level of confidentiality;
- Possess the ability to work long hours with limited downtime during critical periods of the high-performance calendar.

APPLICATIONS

Interested candidates are invited to submit a resumé and cover letter to the attention of Dustin Hopkins to NMittendorf@rugby.ca Only those candidates selected for an interview will be contacted.

The deadline for applications to be received is 5:00pm PT on Monday, June 28th.

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