



## RUGBY CANADA JOB DESCRIPTION

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**Title:** *Rugby Services Coordinator (Insurance & Sanctioning)*

**Type of Position:** *Full Time Employee*

**Location:** Al Charron Rugby Canada National Training Centre or remote work from home

**Department:** Rugby Development

**Reporting to:** Director, Rugby Development

**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.

*[Canada Sevens, a division of Rugby Canada, is responsible for the planning and execution of the HSBC Canada Sevens and HSBC Canada Women's Sevens events.]*

### POSITION DESCRIPTION

Working closely with the Director of Rugby Development the Rugby Services Coordinator will assume this key role as a member of the Rugby Development team and provide administrative support to Rugby Canada's operations. The Rugby Services Coordinator will work in collaboration with key stakeholders including but not limited to Rugby Canada staff, Provincial Union staff and the Rugby Community.

### RESPONSIBILITIES

#### National Insurance Program

- Receive and monitor injury claims, witness reports and administer in accordance with national insurance program policies
- Act as the main point of contact for Rugby Canada staff, players, provincial unions, and rugby community
- Coordinate the annual renewal of Rugby Canada's property insurance
- Coordinate the collection of Director and Officers insurance information
- Ensure all injury claims are correctly captured through Rugby Canada's online platform
- Provide a monthly report on claims
- Accurately capture all relevant information for insurance tracking for renewal

#### Certificates of Insurance

- Administers Certificate of Insurance requests from key stakeholders
- Acts as the key contact with Rugby Canada's insurance broker regarding administration of Certificates of insurance
- Coordinates an updated approval list of key persons that can approve certificate of insurance requests

### 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  
Tel / Tél: 778-379-5770

rugby.ca  
contact@rugby.ca





#### Sanctioning

- Administer player clearance requests, both inbound and outbound
- Administer Tour requests, both inbound and outbound
- Administer Try Rugby requests from Provincial Unions and the Rugby Community
- Ensure that Rugby Canada website is updated with current information pertaining to sanctioning
  
- Provide additional administration support for registration
- Other duties may be assigned as required

#### REQUIRED SKILLS & QUALIFICATIONS

- Experience in office administration with a relevant organization considered an asset
- Experience in Microsoft products (Excel, Word, Teams, PowerPoint, Outlook)
- Bilingual in English and French considered an asset
- Must be legally entitled to work in Canada

#### PERSONAL ATTRIBUTE QUALIFICATIONS

- Results-oriented, able to set priorities and deliver consistently to a high professional standard
- A collaborative team member who can establish strong working relationships with external stakeholders and with colleagues within the organization
- Excellent decision making/problem solving skills
- Strong organizational skills, time management and attention to detail
- Exceptional verbal and written communications and presentation skills
- Ability to learn quickly and adapt new skills
- Ability to thrive in a fast-paced and ever-changing work environment
- Safe Sport Training (**must have completed when you apply for the position**)

Close Date is **Monday July 12<sup>th</sup>, 2021**

Please forward your cover letter and résumé to:

Nina Mittendorf, Rugby Services Coordinator

Email: [nmittendorf@rugby.ca](mailto:nmittendorf@rugby.ca)

**Only those selected for an interview will be contacted.**

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