



**Title:** Coordinator, National Teams Operations

**Type of Position:** Full Time / Salary

**Location:** Langford, Office-Based

**Functional Area:** High Performance

**Reporting to:** General Manager, Rugby Experience and Logistics

**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

Based in Langford, Canada, the Coordinator, National Teams Operations is responsible for the day-to-day administration of centralized and decentralized players and team tour activities. The successful candidate will work alongside multiple performance staff and will be an integral part of Rugby Canada's high-performance daily planning.

### RESPONSIBILITIES

- Weekly communication of team schedules and all relevant operational details to players and staff.
- Book and organizing training fields and facilities in conjunction with program management.
- Administer all Sport Canada athlete assistance program documentation in conjunction with program managers.
- Support senior management with Rugby Canada Player Athlete Agreements.
- Book all team ground transport as requested by team management.
- Monitor daily anti-doping requirements and whereabouts for all centralized programs.
- Support players, and staff with the daily use of The Sports Office (TSO) date management system.
- Administer athlete daily wellness surveys in conjunction with lead therapists.
- Support all lead medical staff with daily administration of medical records.
- Administer player meal cards as directed by program management.
- Support all tour planning and packing in conjunction national team managers.
- Manage all technical equipment needs for the centralized daily training environment (DTE)
- Manage and distribute all team kit for tours and the DTE for national team programs as directed by team management.
- Provide administrative support to the RBC Training Ground Talent Identification Program
- Administer HP program day-to-day medical insurance claims in conjunction with the lead therapists and team managers.
- Administer the registration of all players and staff in the Rugby Canada SportsloMo registration system.

### HEAD OFFICE

**Victoria Office / Bureau de Victoria**  
3019 Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250 418 8998  
Fax / Téléc: 250 386 3810

**Vancouver Office / Bureau de Vancouver**  
Suite 450 - 375 Water Street  
Vancouver, BC CANADA V6B 5C6  
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- Support Head coaching staff with tournament preparations as requested.
- Other duties as requested by senior management.

## REQUIRED SKILLS & QUALIFICATIONS

- Excellent computer literacy skills.
- Sport Canada Safe Sport Training
- The successful candidate must be able to provide a clear Vulnerable Sector Search

## PERSONAL ATTRIBUTE AND COMPETENCIES

- Strong attention to detail
- Willingness to be flexible regarding work schedules and working longer hours to ensure success of all programs at critical times
- Ability to set clear priorities and deadlines
- Desire to be part of a team
- Strong organization skills with the ability to handle and prioritize multiple projects
- Enthusiasm and passion for growing the sport of rugby
- Cooperative working relationships with all associated individuals
- Self-starter with plenty of initiative & ability to build strong professional relationships

*Interested candidates are invited to submit a resumé and cover letter to [jobs@rugby.ca](mailto:jobs@rugby.ca). Only those candidates selected for an interview will be contacted.*

*The deadline for applications to be received is 11:00pm PT on Monday, May 29th, 2023.*

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