



Ringette Canada Technical Director

Job Description

Nature and Scope:

The principle responsibility of Ringette Canada's Technical Director is to lead the development and implementation of a player, coach and official pathway through sound program design and development. In assuming this technical leadership role, the Technical Director provides leadership in these programs and fosters a safe and fun environment with all other staff and volunteers. The Technical Director demonstrates and lives Ringette Canada's Core Values in all interactions with others.

The Ringette Canada Technical Director is responsible for the management of all technical programs and other technical areas of the organization on a national basis and reports to the Executive Director. The Technical Director, works with and supports the efforts of, the National Office Staff, Program Committee members and other volunteers in the fulfillment of their roles and duties.

Specific areas of responsibility and involvement include coaching, officiating and player development, rules and safety, technical requirements in Ringette Canada Competitions, and technical requirements in international growth. Programming in these areas will be in-line with the Ringette Canada LTAD model and Strategic Plan.

The Technical Director develops and follows a yearly operational plan and a budget aligned with the Ringette Canada Strategic Plan with feedback by the technical Program Committees and approved by the Executive Director.

The specific responsibilities of the Technical Director are, *but not limited to*, the following:

Coaching Development:

- Lead the development and implementation of NCCP content
- Lead the delivery of NCCP through, but not limited to, branch partnerships, and a Coach Developer pathway and training
- Lead High Performance Coach Education
- Provide leadership and direction with Ringette Canada coaching work groups and ad hoc committees
- Main liaison with the Coaching Association of Canada
- Lead the development of programs and systems to monitor the progression and retention of coaches in ringette
- Work in collaboration with the Director of High Performance and Events and the Manager of High Performance and Athlete Services in the development of a sound selection process for Ringette Canada's high performance coaches
- Work in collaboration with the Director of High Performance and Events and the Manager of High Performance and Athlete Services in the development and monitoring of support and mentoring programs of high performance coaches
- Foster ongoing recruitment efforts to ensure teams have coaches qualified for the level of play required



- Develop, implement and manage an annual operating plan and budget for the Coaching Development Pathway
- Manage and administer technical programs within approved policies and budget
- Respond to inquiries from the membership regarding technical areas
- Develop new initiatives

Officiating Development:

- Lead the development of a comprehensive and sustainable officiating development program in line with the developed LTOD model
- Provide leadership and direction with Ringette Canada officiating work groups and ad hoc committees
- Lead the development of programs and systems to monitor the progression and retention of officials in ringette
- Foster ongoing recruitment efforts to ensure the sport has officials qualified for the level of play required
- Develop, implement and manage an annual operating plan and budget for the Officiating Development Pathway

Sport Development:

- Develop, implement and manage an annual operating plan and budget for the Player Development Pathway
- Lead and oversee the implementation of Competition Review Recommendations
- Lead the development and implementation of sport development plans relating to LTAD activities and initiatives
- Provide specific direction to the Sport Development Coordinator in the development and implementation of sport development plans
- Promote the sport of ringette and assist with the international growth and development of ringette

Risk Management:

- Act as the liaison with the Canadian Standards Association
- Provide leadership in the areas of safety and risk management in relation to all technical matters concerning the sport of ringette

Overall Program Management:

- Technical Leader and Technical Liaison for Ringette Canada
- Develop and maintain strong and regular communication with all ringette PSO Technical Staff
- Develop and maintain strong and regular communication with other NSO Technical Staff for the sharing of ideas and best practices
- Plan, design, co-ordinate, implement, monitor and evaluate the technical components of all Ringette Canada programs and activities, including certification programs, in conjunction with the appropriate technical Program Committee
- Provide reports and recommendations to the Executive Director as required



- Regular review and recommendation of Ringette Canada Policy Manual, with a specific focus on policies/procedures concerning technical matters

Resource Development:

- Encourage the development of technical resources for participants, instructors and administrators in all programs of responsibility
- Assist and advise volunteers with the development and writing of new resources
- Develop resources as required
- Evaluate, assess and implement, where feasible, new technology, resources and methods to better liaise and collaborate with Ringette Canada Membership, as well as increasing the effectiveness of program delivery: apps, software (i.e. Articulate Storyline), IMS

Evaluation and Monitoring:

- Ensure that all programs are evaluated for effectiveness on a regular cycle
- Promote the development of technical research and provide recommendations to the appropriate Program Committees

Other Responsibilities:

- Attend and provide reports for the Annual General Meeting, all Board of Directors meetings and all national meetings in the technical areas
- Develop a plan with provincial technical delegates to build and maintain strong working relationships
- Work in collaboration with the Director of High Performance and Events in regard to Ringette Canada Events that require a technical element
- Organize and participate in meetings when required for work groups and ad hoc committees
- Assist in the identification and recruitment of volunteers to work on work groups and ad hoc committees

Qualifications:

- 3-5 years of experience in sport administration or business experience
- Undergraduate degree in sport related or business field
- A comprehensive and proficient understanding of Microsoft Office programs (Word, Excel, Outlook, PowerPoint) is essential
- Sound knowledge and understanding of the sport community
- Strong administrative, leadership and project management skills
- Familiarity with the National Coaching Certification and Officiating Certification programs
- Ability and experience to develop, and deliver programs
- Research skills including the ability to conduct surveys and program evaluations using logic models and performance indicators
- Excellent oral and written communications skills, organizational ability, and a results-oriented approach



- Demonstrated ability to work as a part of a team
- Ability to recruit and motivate volunteers
- Exceptional verbal and written communications skills
- Strong attention to detail and organizational skills
- Ability to multi-task and operate in a fast paced environment
- Knowledge of the ringette industry is an asset
- Fluency in French and English is an asset

Type of Position:

Full Time - Employee

Ottawa Based

Salary range: \$48,000 to \$60,000 per annum

Date of Review of this Position: July 2018