



JOB DESCRIPTION

Competition Coordinator

A. General Description

Under the guidance and leadership of the Performance Development Director (PDD) the Competition Coordinator is responsible for administrating, planning and assisting the delivery of national and international cycling events in Canada. The Competition Coordinator will partner with the Sport Coordinators in the delivery of Canadian Championships events. The Competition Coordinator will assist the Business Development Manager in implementing our marketing programs and enable the delivery of sponsor and supporter benefits. The Competition Coordinator will support the PDD in the planning and the execution of our national calendar to ensure the successful delivery of our national calendar events.

This position is based at the national office in Ottawa, Ontario.

B. Organizational Scope

Cycling Canada (CC) is the recognized authority by the UCI (Union Cycliste International) on all aspects of cycling in Canada, including BMX, Cyclocross, Mountain Bike, Para-Cycling, Road and Track. All staff is employed by the CCA to facilitate achievement of its long term vision and planned annual targets. All personnel are required to operate within the policies and procedures as established by the association's volunteer Board of Directors and are expected to act consistently with the association's values.

Cycling Canada receives financial contributions from the federal government and other agencies, organizations and corporate sponsors, and is accountable for the disbursement and reporting of funds according to the contracted terms and conditions. Programs, activities and services are operated within the limitations established in an annual operating budget approved by the Board of Directors. CC staff is responsible to manage and administer the association's finances and provide administrative support for all association activity.

C. Reporting Structure

The Competition Coordinator reports to the Performance Development Director on the domestic development matters and collaborates with the Business Development Manager for any marketing related matters.

D. Specific Responsibilities

1. Coordinates the publication and distribution of the National Calendar.
2. Serve as Cycling Canada's direct liaison for any event inquiries.
3. Coordinates officials assignments to all national events.
4. Assists with the scheduling and coordination of organizer and officials' meetings, seminars, and other development activities.

5. Compiles officials' reports pertaining to national sanctioned events.
6. Coordinates rules changes as approved by the Officials' Committee.
7. Develops and maintains an effective communication system between CC and the provincial affiliates regarding National Calendar activities.
8. Assists the Performance Development Manager with any Sport-Canada applications and reporting requirements.
9. Gathers and analyzes participation numbers and results from national calendar events.
10. Helps oversee the day-to-day execution of marketing plan action items.
11. Implements Cycling Canada's sponsor's agreements at Canadian Championships.
12. Assists with the maintenance of sponsor relations
13. Coordinates and supports identified fundraising activities and VIP events, as appropriate
14. Assists the PDD in providing yearly reports to Cycling Canada's stakeholders
15. In collaboration with the Sport Coordinators, lead Canadian Championship equipment and clothing orders and ensure inventory tracking

E. Travel

The Competition Coordinator will be required to travel to domestic events and meetings throughout the year.

F. Performance Review

On an annual basis the Competition Coordinator will be expected to accomplish specific end results, the satisfactory fulfillment of job responsibilities and attainment of required level of ability in key competency areas. These three (3) components will form the basis of an annual performance review conducted by the Performance Development Director.