



## BC RUGBY JOB DESCRIPTION

Title: **COMPETITIONS & MEMBERSHIP ADMINISTRATOR**

Employer: British Columbia Rugby Union

Type of Position: Full-time Employee (40 hrs per week)

Reports to: Director of Community Rugby

Location: Flexible, Vancouver Head Office preferable

### PURPOSE OF THE POSITION:

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The Competitions & Membership Administrator is employed to administer age-grade and senior competitions as well as BC Rugby's membership system, which is utilised to capture and track all participants within Rugby in BC. This position provides a critical, fundamental service to our 60+ Member Clubs and Associations, as well as individual players, coaches, officials, and volunteers.

At the direction of the Director of Community Rugby, this role will also provide administrative and logistical support to BC Rugby's numerous events, tournaments, and representative teams.

A close working relationship with Rugby Canada, Member Clubs and other relevant stakeholders coupled with excellent organizational and communication skills will be essential to the successful achievement of this position's objectives.

### We hope you are passionate about...

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- **Having an eye for detail** – they matter to us and our members, and we want them to matter to you.
  - **Getting it done** – we're on the look out for someone who loves getting the job done and done well.
  - **Being a team player** - you'll be joining a small, dedicated team that work hard to ensure this great team sport remains safe and accessible to all.
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## KEY RESPONSIBILITIES:

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- Overseeing and administering all aspects of BC Rugby's Membership program, delivering key services and benefits to Member Organisations and Individuals, including pre-registration, player transfers, sanctioning and generating reports for tracking membership trends at Club, regional and provincial levels.
- Working closely with relevant staff leads and the BC Rugby Competitions Committee, administering all aspects of BC Rugby's age-grade and senior Club competitions, supporting appropriate declaration, and scheduling processes, and applying the published Rules of Competition to teams and clubs in a timely and transparent manner.
- Temporarily, act as BC Rugby's COVID Safety Officer, supporting Member Organisations navigate changing requirements and evolving best practices in protecting Rugby participants and their communities.
- Working closely with the relevant staff, ensure that marketing and event objectives are supported with timely and accurate reports on membership registration and trends.
- Working closely with the BC Rugby Discipline Committee, ensuring all officials' reports are reviewed, capturing, and presenting all issues to be dealt with by the Committee and, at the direction of the Committee Chair, ensuring the communication and application of discipline rulings.
- Working closely with relevant Rugby Canada staff to ensure BC Rugby programs, events, leagues, and tournaments are correctly sanctioned and insured.
- With direction from the Director of Community Rugby, providing planning and delivery support to all BC Rugby sporting events including the BC Rugby Senior Club Finals, BC Rugby Age-Grade Club Finals, Provincial Regional Championships, Vancouver Rugby Festival and Kamloops 7s.
- With direction from the Technical Director, providing administrative support to the numerous XV's and 7s Representative Teams, such as overseeing out-bound tour sanctioning and ensuring registration of all named Team Staff and rostered players.
- As a member of a small, dedicated team, be willing to support in any other tasks or duties that support BC Rugby activities.

## SKILLS & EXPERIENCE:

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- Demonstrated organisational skills, database, and administrative experience with a strong interest in league, event, and sport management
- Excellent interpersonal skills with the ability to facilitate collaboration and cooperation



of people across a wide range of organisations including Member Clubs, Rugby Canada, education institutions and BC Rugby Committees

- Excellent attention to detail and data analytics
- Strong communication, presentation skills and the ability to meet deadlines and prioritise tasks
- Strong IT skills and the ability to utilize and maximize membership and league management systems to provide high degree of service to all users
- Familiarity with Rugby is an asset
- Preparedness to be flexible in respect to work hours, including weekends and periodic travel within BC for key events and competitions

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*BC Rugby gratefully acknowledges that its offices reside on the traditional and unceded territory of the Coast Salish Peoples, including the territories of the x<sup>w</sup>məθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), Stó:lō and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.*

