



National Events Manager

Job Description

1.0 DESCRIPTION

- 1.1 ORGANIZATION:** Canadian Amateur Rowing Association (Rowing Canada Aviron)
- 1.2 TITLE:** National Events Manager
- 1.3 JOB CATEGORY:** Full Time
- 1.4 RESPONSIBLE TO:** Director of Partnerships and Sport Development

2.0 GENERAL RESPONSIBILITIES AND DUTIES

Reporting to the Director of Partnerships and Sport Development and working alongside other RCA Staff and Committees, Provincial Rowing Associations and Local Organizing Committees, the National Events Manager is responsible for overseeing the planning of and ensuring the successful execution of National competitions and certain participation events.

3.0 SPECIFIC RESPONSIBILITIES

3.1 Event Development and Enhancement

- 3.1.1 Assist in the development of and execute the event development plan, including and not limited to:
- 3.1.1.1 Ensure RCA National Events are sustainable and meet desired outcomes, including revenue generation and legacy goals
 - 3.1.1.2 Reinvigorate existing and create new events that support the athlete development needs of Canadian rowers
 - 3.1.1.3 Create and maintain the national event calendar
 - 3.1.1.4 Develop resources and initiatives to support volunteer and technical expertise development
 - 3.1.1.5 Develop competition venue enhancement plans alongside local, provincial and national partners

- 3.1.2 Manage the event attribution process for RCA National Events, including creating and overseeing expressions of interest processes, and supporting the execution of events rights agreements
- 3.1.3 Evaluate event delivery and establish plans for improvements
- 3.1.4 Oversee submissions to national and international grant funding opportunities
- 3.1.5 Support the RCA Umpires Committee and the RCA Safety and Events Committee in event related areas, and additional committees as assigned.
- 3.1.6 Oversee the Rules of Racing and provide support to the Rules of Racing Review process

3.2 Event Delivery and Support

- 3.2.1 Provide direct and indirect event delivery support to organizing committees of RCA national events and international events hosted in Canada
- 3.2.2 Provide event technical direction and support during the delivery of RCA National Events, and in some cases lead the delivery of existing and new National Events.
- 3.2.3 Source and manage technical event related equipment

3.3 Finance and Administration

- 3.3.1 Manage all budgets within the areas of responsibility identified by the Director of Partnerships and Sport Development
- 3.3.2 Source additional grant and funding opportunities for National Events in the defined area of responsibility

4.0 LEVEL OF AUTHORITY

4.1 Degrees of Supervision

The National Events Manager will report to the Director of Partnerships and Sport Development and will work alongside other RCA staff.

4.2 Power of Decision

The National Events Manager will participate in RCA activities specific to the job description and will be responsible to make recommendations on matters where necessary. They will have sufficient authority to act in the daily management of their areas in accordance with RCA policies, programs, and budget.

Beyond these limits, the National Events Manager is required to have decisions approved by the individual to whom they are directly responsible.