



September 24, 2024

RE: Canadian Senior Games Association (CSGA) Technical Director (TD)

CSGA is excited to recruit for the position of Technical Director. This is an ex-officio volunteer position of the CSGA Board and reports to the President of the CSGA. The TD will be responsible for the overall compliance component of the rules for the events (found in the CSGA Master Rule Book) and the acceptability of venues and schedules.

The successful candidate will have excellent communication skills, demonstrated professional, honest, ethical behavior, conflict resolution skills and will have the ability to think creatively and implement new ideas. Previous experience or exposure to the Canadian Senior Games or a multi-sport national or international event would be considered an asset.

The Job Description is found below.

This is a volunteer position but comes with a stipend for travel, lodging and food when required.

Closing Date for Applications – November 30th, 2024

Expressions of interest and resumes are to be emailed to Dave Finn (davefinn@shaw.ca) with the subject line “Canadian Senior Games Association Technical Director Application”.

Any questions about the role can be submitted to Dave Finn

Sincerely,

Dave Finn
President, CSGA
davefinn@shaw.ca

Position Title – TECHNICAL DIRECTOR, CSGA

PURPOSE OF THIS POSITION

The Technical Director is ultimately responsible for ensuring host communities are well versed with the CSGA Master Rule Book and that all event venues meet the standards as expected by CSGA. This position also includes a must do list of “before games” responsibilities as well as a “during games” list as well. These responsibilities are completed in consultation with the CSGA Board and in alignment with strategic goals as set by the Board.

REPORTING RELATIONSHIP

The Technical Director reports directly to the President of CSGA and indirectly to the Canadian Senior Games Association Board of Directors.

AUTHORITY

Within such limits such as may be established by the President and within the normal operation procedures and policies of the Association, the Technical Director, using sound business judgment, is empowered with the stewardship and accountability for their area of responsibility.

QUALIFICATIONS

2. Knowledge Skills and Abilities

- a. Experience in a senior technical position with a club, provincial (or equivalent) or multi-sport association would be an asset.
- b. Knowledge of current provincial challenges and opportunities relating to the mission of the association.
- c. Must demonstrate the ability to work with volunteers in a not-for-profit environment.
- d. Superior communication (written & verbal) skills are essential for this position.
- e. Proven ability to work with minimal supervision.
- f. Strong presentation and public speaking skills.
- g. Must be adept at conflict resolution and mediation skills.
- h. Must be well organized and possess excellent time management skills.
- i. CPIC (Security Clearance) required.
- j. Demonstrated ability to multi-task in a high paced environment.

3. Working Conditions

- a. The Technical Director will work partially in a home office environment, but the mission of the association will most often take them to non-standard workplaces with travel requirements throughout the country.
- b. The Technical Director works non-standard hours as required and necessitated by the Board to accommodate activities.

4. IT and Office Systems

- a. Microsoft Office 365 Proficiency (Email, Excel, PowerPoint, Sharepoint, etc.)
- b. Proficient in the use of online platforms for registration, event planning, schedule building, communication and meeting purposes.

5. Personal Characteristics

- a. Should understand the importance of developing excellent membership relationships, both internally and externally.
- b. Demonstrated professional, honest, ethical behavior.
- c. Should have the ability to think creatively and implement new ideas.
- d. Excellent communication skills.

PLEASE SEE ATTACHED TECHNICAL DIRECTOR RESPONSIBILITIES

TECHNICAL DIRECTOR

Responsibilities:

The Technical Director is an ex-officio position of the CSGA Board and reports to the President of the CSGA. The Technical Director will be responsible for the overall compliance of the rules for the events (as found in the CSGA Master Rule Book) Additionally, the TD would be responsible for ensuring the adequacy of the event venues and the overall structure of the event schedules.

Pre-Game Responsibilities:

1. Ensure that the Host has the most recent CSGA Master Rule Book and receives rule changes prior to the commencement of the games.
2. Conduct on-site reviews of facilities for each event one year prior to the games.

Establish a checklist of the requirements, have statistics from previous games to determine requirements i.e. the room size required. Compile a report of the findings with recommendations and submit a report to the Host and the CSGA Board.

3. Provide ongoing technical advice to the Host by telephone, e-mail or in person to answer questions and/or provide interpretations of the rules to ensure that Coordinators and Officials who will run the event(s) are knowledgeable.
4. Review and approve the Preliminary Event Schedules.
5. If necessary, with CSGA Board approval, conduct extensive training to Host Event Coordinators regarding rules for each event during the pre-game onsite visit.

Pre-Game Onsite Visit:

1. Arrange to visit the Host in advance of the games (approximately 3 – 4 weeks) to allow for a minimum of one full day site inspection and time to meet with all Officials to ensure that CSGA rules (such as ice hockey - CARHA rulebook) are understood and will be observed for all events. Prepare a check list for each event and discuss/approve event schedules, discuss equipment required (T & F, etc.), discuss posting of rules, protest forms availability and other matters requiring attention. Identify problem areas requiring resolution by the Host /CSGA (i.e. cancellation of an event).
2. Discuss the reporting of the official results for all activities on the website. This may include the format desired. Advise that official results of all activities must be provided to CSGA no later than the morning after Games end. (Refer to the Host agreement)
3. If necessary, it may be desirable to arrive a day or two prior to the event to make the last-minute inspection of all venues and discuss items in Item #1.

During the Games:

1. Arrange for the availability of a courtesy vehicle for use from one day prior to the Games until one day after the games. Accompany the Host Coordinator to visit venues to resolve issues should they arise, as well as report to the President any potential problems.
2. As a member of the Protest Committee, be available to respond to an appeal (protest) by the participant(s).

3. Make notes of what went well and shortfalls that should be addressed for the next games. Provide a report at the CSGA Board debriefing session after the completion of the games. This could include recommendations for immediate changes to a rule(s) in an event(s). Also, could include changes to the Host Agreement where the situation has in any way, impacted success.

After the Games:

1. Review the Host Final Report for recommendations to rule changes. Provide the CSGA Board with advice regarding the recommendation(s).
2. Discuss with the Rules Committee Chairperson, changes to the rules i.e. clarification on content or deletion/amendment, etc.
3. Provide on-going advice to CSGA Board members.

Other related duties as assigned by the CSGA President.