

Ringette BC Sport Operations Director **(Temporary Full-time Contract – Paternity Leave)**

Ringette BC is seeking a Sport Operations Director to lead our organization, while our current Executive Director is on Paternity Leave. Ringette BC, with more than 2,200 members around the province, is a growing provincial sport organization with a solid strategic plan and governance model. With more than 22 local Club Associations and Leagues around the province, we are looking for a proven leader with strong management, communication and interpersonal skills, as well as knowledge and experience in the sport of Ringette.

Working under the direction of the Board of Directors, the Sport Operations Director would be responsible for implementing the strategic plan, member communications and organizational leadership and oversight. Leading and overseeing a small team of staff and working with several volunteers from around the province, the Sport Operations Director is responsible for operational planning and management which includes day-to-day operations, financial and human resources management, sport promotion, media relations, risk management, grant writing and both internal and external stakeholder relations.

Ringette BC:

The BC Ringette Association (doing business as “Ringette BC”) has been leading the sport of ringette in BC for over 40 years. Ringette BC is a provincial sports organization and a registered non-profit society responsible for the administration, advancement and promotion of ringette throughout the province of British Columbia.

Ringette BC works in partnership with local, regional, provincial and national ringette organizations and sport system providers to create a safe dynamic environment for participation and development at all levels and for all age groups. This includes coordination and implementation of extensive athlete/participant, coach and officiating development opportunities based on new Long Term Athlete Development (LTAD) and Canadian Sport for Life (CS4L) concepts and standards. We work with our local associations and leagues to build both program and organizational capacity.

The Sport Operations Director Position:

The principal responsibility of Ringette BC’s Sport Operations Director is to lead the development, implementation, oversight and evaluation of the player, coach and officials pathways through sound program design and development. In assuming this senior leader role, the Sport Operations Director provides leadership to these programs and fosters a safe and fun environment with all other staff and volunteers. The Sport Operations Director ensures that programs and services offered by Ringette BC align with Ringette BC’s strategic vision.

The Ringette BC’s Sport Operations Director is responsible for the management and support of all Ringette BC office staff and contractors, Ringette Canada, Program Committee members and other volunteers in the fulfillment of their roles and duties.

The Sport Operations Director develops and follows a yearly operational plan aligned with the Ringette BC Strategic Plan and allocated financial resources.

Primary Responsibilities:

1) Implement board policy and decisions:

- Participate with the Board of Directors in regular meetings to provide updates.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect Ringette BC.
- Act as a professional advisor to the Board of Director on all aspects of Ringette BC's activities.
- Act as a spokesperson for Ringette BC to inspire, promote and engage with current and future players, parents, coaches, volunteers, media, and other stakeholder groups.
- Key point of contact for Appeals, Complaints and Discipline proceedings and panels.
- Designated Privacy Officer by the Board of Directors.

2) Operational planning and management:

- Maintain an operational plan which aligns with the goals and objectives and strategic direction of Ringette BC and meet expectations of board, staff, funders, and other stakeholders.
- Ensure appropriate staffing consistent with community and member needs and within the constraints of Ringette BC's physical and financial resources.
- Oversee the efficient and effective day-to-day operations of Ringette BC.
- Ensure that personnel, coach, donor, and volunteer files are securely stored, and privacy/confidentiality is maintained.
- Member of Standing Committees as required/requested.
- Oversee Program Committees as required/requested.
- Member of Working Groups as required/requested.

3) Act as a role model of respect for self and other senior athlete leaders:

- Maintain a manner of professionalism when engaging with members of the sport community.
- Refrain from behaviours that would undermine your position of leadership.
- Create an inclusive atmosphere and promote a sense of fulfilment and pride among the Ringette community.
- Communicate with stakeholders such as national, provincial, local associations, leagues coaches, players, parents and volunteers to keep them informed of the work of Ringette BC and to identify changes in the community served by Ringette BC.

4) Program planning and management:

- Oversee the planning, implementation and evaluation of Ringette BC's programs and services.
- Ensure that the programs and services offered by Ringette BC contribute to Ringette BC's mission and reflect the priorities of the Board.
- Manage and organize all grant writing and reporting to stakeholders for Ringette BC.
- Oversee the planning, implementation, execution, and evaluation of special projects.

5) Human resources planning and management:

- Determine staffing requirements for organizational management and program delivery.
- Oversee the implementation of the human resources policies, procedures and practices.
- Establish a positive, healthy, and safe work environment in accordance with all appropriate

legislation and regulations.

- Recruit, interview and select staff that have the right technical and personal abilities to help further Ringette BC's mission.
- Ensure that all staff receives an orientation to Ringette BC and that appropriate training is provided.
- Coach and mentor staff as appropriate to improve performance.
- Discipline staff when necessary, using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures.

6) Financial planning and management:

- Work with staff and the Board to prepare a comprehensive annual budget.
- Approve expenditures within the authority delegated by the Board.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Administer the funds of Ringette BC according to the approved budget and monitor the monthly cash flow of Ringette BC.
- Provide the Board with regular reports on the revenues and expenditure of Ringette BC.
- Ensure that Ringette BC complies with all legislation covering taxation and withholding payments.

7) Risk management:

- Identify and evaluate the risks to Ringette BC's people (stakeholders, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks.
- Ensure that the Board of Directors and Ringette BC carries appropriate and adequate insurance coverage.
- Ensure that the Board and staff understand the terms, conditions, and limitations of the insurance coverage.

Qualifications, Knowledge, Skills and Abilities:

- Strong working knowledge of sports administration and recreation management principles and practices.
- Knowledge and experience in the sport of Ringette.
- Degree in Sport Management/Administration, recreation and/or the equivalent working experience in a related field
- Experience in managing volunteers, athletes, sports, or education related organizations
- Experience in initiating, planning, implementing, and evaluating programs and services
- Knowledge of leadership and management principles as they relate to non-profit/voluntary organizations
- Knowledge of federal and provincial legislation applicable to voluntary sector organizations including employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage etc.
- Knowledge of human resources, financial, project, operational and strategic management
- Proficient with technology, including but not limited to the Office Suite, productivity software tools and social media applications.

Position Details:

- Position Title: Sport Operations Director
- Reports to: Chair of Ringette BC Board of Directors
- Provincial Office Location: #258 – 6450 Roberts Street, Burnaby, V5G 4E1
- Hours of Work: 37.5 hours per week
- Salary: Commensurate with experience
- Employee type: Temporary Full-time Contract, Paternity Leave Coverage, as soon as possible to August 8th, 2025.
- Target start date: As soon as possible
- Contract dates: Could range from 35-40 weeks depending on start date and availability with an end date of no later than August 8th, 2025.

This position is a hybrid position, that during the planning aspects of this position has the flexibility of in office workdays and work from home. During the Ringette season, a portion of this position will be done out of the office during evenings and weekends, at events and delivering programs.

How to Apply?

- Position advertisement date: Friday, October 25th, 2025.
- Closing Date: Will remain open until position is filled.

Notes:

- Ringette BC appreciates the interest of all applicants, only those who are invited for an interview will be contacted.
- The applicant must pass a Criminal Record Check as a condition of hiring.

To be considered for this opportunity, please address your cover letter, resume and related documentation electronically to:

Ringette BC Hiring Committee
directorewart@bcringette.org