

High Performance Program (HPP) Team Manager

PURPOSE

Bowls Canada Boulingrin (BCB) is seeking a qualified candidate to serve as HPP Team Manager for the 2026 & 2027 competition season. The anticipated term is from **May 1, 2026, to October 31, 2027**.

The Team Manager will collaborate with BCB staff, partners, and team members to effectively support the High Performance (HP) Squad at designated international events, ensuring smooth operations and optimal athlete and coach support.

OVERVIEW

Compensation: This is a volunteer position.

Reasonable, pre-approved expenses directly related to the role (including travel, accommodation, and meals, where applicable) will be reimbursed in accordance with BCB volunteer and financial policies.

Terms and Conditions: Part-time volunteer role. Hours will vary depending on the time of year and competition schedule

Location: Hybrid (combination of virtual and on-site responsibilities)

Reports to: National Head Coach

In collaboration with: Technical Manager

Events:

2026 Commonwealth Games

Dates: July 15–August 3, 2026

Location: Glasgow, Scotland

2026 Atlantic International Challenge

Dates: September 4-11, 2026

Location: Belfast, Ireland

2027 World Championships

Dates: exact dates TBC, July 2027

Location: Royal Leamington Spa, England

EXPECTED QUALIFICATIONS

- Completion of Respect in Sport – Activity Leaders Module or CAC Safe Sport Training
- Completion of NCCP Making Ethical Decisions (MED) training
- Meets BCB screening requirements, including a current E-PIC (or equivalent)
- Willingness to adhere to the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) and all BCB policies
- Demonstrated commitment to the BCB High Performance Program
- Knowledge of long-term athlete development frameworks, including para sport considerations
- Competition Coach or Performance Coach certification is considered an asset.
- Strong interpersonal and communication skills
- Ability to work collaboratively within a national high-performance environment

LANGUAGE

Fluency in both of Canada’s Official Languages is considered an asset.

DUTIES & RESPONSIBILITIES

Team Logistics and Support

- Plan and support athletes and coaches before, during, and after events
- Coordinate with the Technical Manager and National Head Coach to organize team travel
- Plan and coordinate meals (training days, competition days, and team functions as required)
- Provide on-site operational support during events
- Assist the National Head Coach with additional duties as required

Communication and Coordination

- Communicate with athletes and coaches regarding travel, schedules, and competition logistics
- Serve as a primary point of contact for athletes, supporting their needs and readiness for competition
- Liaise with Integrated Support Staff (IST), host venues, clubs, and NSOs as required
- Coordinate with BCB’s Marketing and Communications Coordinator regarding media and public communications
- Support the Technical Manager and National Head Coach with event-related coordination

COMPETENCIES

Leadership

- Provide leadership aligned with the direction of the National Head Coach
- Model professionalism, inclusivity, and ethical behaviour

Communication

- Communicate effectively with athletes, coaches, staff, and external stakeholders
- Maintain clear, timely, and transparent communication aligned with HP Program objectives

Collaboration and Accountability

- Work collaboratively within the HP team environment
- Maintain appropriate documentation and reporting
- Take responsibility for decisions and outcomes within the scope of the role

Decision Making

- Exercise sound judgment in fast-paced, high-performance environments
- Respond effectively to emerging challenges and team needs

Valuing and Inclusion

- Foster a respectful and inclusive team environment
- Ensure equitable treatment of all team members

TRAVEL

Travel is required for this position. While planning and preparation will occur remotely, the Team Manager is expected to attend designated events in person alongside the HP Coaching Staff.

Those interested in the position are asked to submit their resume to BCB Technical Manager, William Mulcahy at wmulcahy@bowlscanada.com by April 30, 2026.