Bowls Canada Boulingrin

2451 Riverside Drive, c/o House of Sport
Ottawa, Ontario K1H 7X7

Technical Manager, Bowls Canada Boulingrin

PURPOSE

Bowls Canada Boulingrin (BCB) is seeking a candidate to fill the full-time position of Technical Manager. The anticipated start date for the chosen candidate is January 2027. The Technical Manager will communicate and collaborate with BCB partners to effectively administer and deliver ongoing and new programs, events and/or projects that will foster increased national development in the sport of bowls.

REPORTING STRUCTURE

The Technical Manager reports to the Chief Executive Officer.

DUTIES & RESPONSIBILITIES

1. Coaching Development:

Leading the Coaching Committee, its relevant sub-committees, and project teams in developing and delivering programs. Specific duties include:

a. NCCP Program: Coordinate, communicate and administer work related to the Coaching Association of Canada (CAC);

- Coordinate the development and implementation of the coaching education program and manuals in coordination with the LC Coaching Committee Chair;
- Support the development and delivery of the NCCP (Community Coaching, Competition Introduction, Competition Development, etc.);
- Complete the grading and processing of coach evaluation workbooks;
- Coordinate the online coaching program;
- Assist in maintaining and updating participant and Coach Developer (LF) materials;
- Organize training opportunities where applicable;
- Review clinic information entered into "The Locker" database;
- Follow up on requests to assist with missing certification records;
- Process applications for equivalency;
- Verify coach certification of national championship and national team coaches.

b. Support the development and delivery of High-Performance Coaching Development Programs: Assist with the scheduling and coordination of sport specific National High Performance Coaching Seminars, and other special coaching development courses as necessary;

- Oversee the production and delivery of educational videos or other training resources;
- Assist national team coaches in obtaining required coach certification.

2. Officials Program Development:
Leading the Officials Committee, its relevant sub-committees, and project teams in developing and delivering programs. Specific duties include:

- Support the development and delivery of the officiating program (participant, evaluator, and clinic materials);
- Collect, process, and file registration forms as appropriate;
- Assist in the selection of officials to national championships;
- Development of certification records.

3. Athlete Development:

a. Ensure development, communication, implementation, and maintenance of a Long-Term Athlete Development plan in partnership with the PSOs, sectors, and greater bowls community:

- promote and encourage the vertical and horizontal integration of coach and athlete development at all stages of the BCB LTAD model;
- encourage and promote PSO and club alignment with LTAD principles;
- encourage and promote PSO and club program alignment with BCB's Athlete Development Grid;
- promote and encourage LTAD-aligned competitive activities nation-wide;
- in cooperation with PSOs, coordinate and help implement promotional initiatives to expand athlete development programs and initiatives;

b. Support the delivery of Sport Participation Development Programs initiatives:

- prepare and circulate application forms and technical guidelines;
- promote opportunities;
- process application forms and assist in selection of recipient applications;
- develop and ship program materials;
- monitor compliance to program guidelines; keep accurate records and collect reports

4. High Performance Program Coordination:

a) Program Implementation, Planning and Reporting
- In collaboration with the CEO develop strategies and coordinate delivery of an integrated high performance program
- Manage and implement Team Canada program administration including but not limited to: 2027 Atlantic International Challenge selection and mission, 2027 World Championships team logistics, CADP compliance and CCES education
- In collaboration with the CEO and National Team Coaching staff, coordinate the Regional Coaching Network including the support of existing coaches and solicitation of new coaches to grow the program.

- In collaboration with the National Coaching staff, manage the implementation of the Yearly Training Plan.
- In collaboration with the National Coaching staff, coordinate the integration and delivery of IST services.
- Production of supporting written documents for national team projects including technical guides, selection criteria and evaluation criteria.

b) Risk Management
- On an ongoing basis, work with the CEO and High Performance Committee to identify and mitigate strategic and operational risks to the organization and its stakeholders with respect to national team and Para-Bowls programming
- Maintain and coordinate a risk management strategy for Canadian missions and sanctioned national team events

c) Communications
- Ensure consistent and effective communication and consultation with all Technical stakeholders and partners within the framework of the BCB governance structure
- Represent the organization, and in particular, the national team program, within the bowls community and overall sport sector to enhance the organization's profile
- Liaise with BCB staff on National Team promotions
- Communication and correspondence with athletes and staff prior to, during and following national team projects.

d) Program Development & Planning
- Develop and implement long-term and short-term development programs for athletes/coaches.
- Create specialized training programs for national teams to maximize coaches and athletes' potential.
- Ensure that the development programs align with national standards and best practices in the sport.
- Work with coaches to monitor athlete progression and provide feedback.
- Analyze athlete progress, performance metrics, and other data to identify areas for improvement.

e) Collaboration with Support Staff
- Work with medical, nutrition, and strength & conditioning teams to ensure a holistic approach to athlete development.
- Manage and organize the logistics of training camps, competitions, and international tours.
- Ensure that athletes receive proper support in all aspects, from injury prevention to mental health.

f) Competitions & Events
- Organize or coordinate participation in local, regional, and international competitions.

- Ensure athletes are properly prepared for these events, including physical, technical, and mental readiness.
- Manage travel arrangements, accommodations, and other logistical aspects
- Liaise with the World Bowls (WB) and tournament/event organizers and Bowls Canada partners, as applicable.
- Coordinate logistics for national team projects as assigned, including training/selection camps and international competitions. This includes registration of athletes, researching and booking travel, accommodation, and ground transportation

g) Budget and Resource Management
- Manage the budget allocated to the national development program.
- Ensure the efficient use of resources such as equipment, training facilities, and staff.
- Compliance & Regulations
- Ensure that all athletes and staff follow the required national and international sports regulations.
- Stay updated on the latest rules, protocols, and guidelines within the sport.

5. Additional Responsibilities
- The Technical Manager shall also undertake other tasks, activities and responsibilities as they deem to be appropriate to fulfill the duties of the position and as agreed to by the CEO;
- All employees must be aware that as an employee of BCB, he/she/they is an ambassador of the organization to the BCB membership and the national and international sport community and must represent the organization professionally and appropriately at all times.

QUALIFICATIONS

- Post secondary education in project management, sport management or related field recommended.
- Ideally 3-5 years' experience working in a related capacity in sport.
- Understanding and experience administering the NCCP; training on “The Locker” database an asset.
- Understanding or experience administering officials’ development programs.
- Understanding of the LTAD and Canadian Sport for Life program.
- Experience coordinating the writing and production of publications, manuals or training materials.
- Above average organizational and facilitation skills and the ability to handle multiple projects simultaneously.
- Ability to multitask in a fast-paced environment.
- Advanced computer application skills - Microsoft Word, Excel, Outlook and PowerPoint.
- Strong oral and written communication skills.
- Demonstrated ability to take initiative, work independently and work as part of a team.

- Ability to handle sensitive information in a professional and confidential manner.
- Able to think critically and be a problem solver.
- Experience working on and managing volunteer committees in a non-profit organization is considered an asset.
- Experience in bowls is considered an asset.
- Bilingualism is considered an asset.

ADDITIONAL JOB REQUIREMENTS

- Please note that all employees must submit a Police Record Check with Vulnerable Sector Screen.
- Ability to work occasionally during weekends
- Occasional national and/or international travel to attend meetings or events

TERMS

- Full Time, Permanent. As a professional position, overtime will not be paid however, time off in lieu of hours worked will be available.
- Some domestic travel is required and possible international travel expected in this position.
- Located in Ottawa at the National head office; remote work may be considered.

COMPENSATION

- Health Benefits: Drug, medical, vision, and dental coverage, as well as an extensive employee assistance program (EAP), travel, and life insurance.
- Salary range: $58,000 to $68,000

APPLICATION DEADLINE

Applications should be submitted before 11:59pm EST November 15th, 2026 to ceo@bowlscanada.com

We thank all those who apply; however, only those selected for further consideration will be contacted. Bowls Canada Boulingrin is committed to fostering a diverse and inclusive work environment. We encourage applications from all qualified individuals, including those from underrepresented communities.

This position is financially supported by Sport Canada.