



MANAGER - INTERNATIONAL GAMES OPERATIONS POSITION PROFILE

OVERVIEW

U SPORTS is the national brand for university sport in Canada. Every year, over 20,000 student-athletes and 900 coaches from 56 universities vie for 21 national championships in 12 different sports within this member driven organization. U SPORTS also provides higher performance international opportunities for Canadian student-athletes and Coaches at FISU Winter and Summer University Games, as well as numerous FISU World University Championships, FISU World Cups.

The breadth and scope of our program is unmatched by any other multi-sport organization in the country. From Victoria to St. John's, we empower Canada's best student-athletes to compete for top national honours.

Our student-athletes will become Canada's next ambassadors, leaders and entrepreneurs while learning, educating and advocating within their communities. U SPORTS is an exciting and vibrant experience, attracting the best minds and bodies in the country.

VISION

To provide exceptional experiences which empower today's student-athletes to be tomorrow's leaders.

MISSION

Through governing, delivering, celebrating and advocating for national university sport, U SPORTS aims to support the provision of outstanding environments and opportunities for student-athletes to achieve their full academic and athletic potential.

VALUES

- Students First
- Equity
- Integrity and Transparency
- Excellence
- Competitive Balance

We are a world leader in university sport.

CULTURE

How we work:

- Striving to become a professional, collaborative and performance-based organization. We will employ best practices, high communication, transparency and our full commitment to providing exceptional service to our members, student-athletes, and coaches.

What we value:

- A student-athlete centered mindset, professionalism, empathy, team work, innovation and creativity, integrity, diversity, relationship building, excellence and big ideas that are results driven.

Our work environment:

- Committed to being a professional and energetic work environment that is proud of our identity. Inspired by the drive and determination of our student-athletes, coaches, conferences and members. Dedicated to EDI in all its activities including recruitment and hiring within the organization.

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POSITION

This role has the opportunity to increase the profile and enhancement of Canadian University Sport on the international stage. There is opportunity to demonstrate the lifelong benefits of representing your country on the international stage with the membership. Reporting to the U SPORTS Chief Sport Officer, the Manager of International Games Operations supports U SPORTS' vision and delivers value to U SPORTS members and members of the Canadian Sport Community by leading and managing International University Sport opportunities and elevating the student-athlete experience.

You will be accountable for the effective preparation and performance of Team Canada in FISU International Events by working with U SPORTS Member Institutions, Sport Canada, National Sport Organizations (NSOs), Multi Sport Organizations (MSOs), Medical Expert Groups, CCAA member institutions and other National University Sport Federations (NUSFs).

You will enhance relationships with FISU, FISU America, FISU member nations, Canadian Embassies in host countries, Organizing Committees, Sport Canada, Canadian Franchise Holders (COC, CPC, JDLF, Commonwealth Games, Canada Games) and NSOs. Internally, you will work closely with other U SPORTS departments and the International Committee in the delivery of international competition and profiling the Canadian Team Delegation and Student-Athlete and Coaches. You will have strong skills in creating and managing budgets as well as experience in hosting or bidding on international events.

You enjoy working in a not-for-profit organization and you have a proven track record of leadership, working under tight timelines, working in both a team environment and autonomous and you are service-oriented. People enjoy being around you because you are friendly, outgoing, trustworthy, confident, respectful and empathetic.

RESPONSIBILITY

The Manager of International Games Operations will lead the international opportunities as presented to U SPORTS with integrity and in accordance with the international business plan, and U SPORTS policies.

The Manager of International Games Operations will ensure the most effective preparation and organization of a Canadian Delegation of close to 600 student-athletes and coaches every two years "odd" years for the FISU Summer and Winter University Games (~ Olympic Games for University Sport) and over 175 student-athletes and coaches every other two years "even" years for the FISU World University Championships (single sport events).

The Manager of International Games Operations will be responsible for performing the following roles and/or delivering the following outcomes:

Project Management & Finance

- Plan, manage and execute all games operations for the FISU Summer and Winter University Games, World University Championships and World Cups including but not limited to planning, accreditation, team selection, travel...
- Collaborate with other U SPORTS departments (marketing, communications, etc.) in the delivery of the Games
- Ensure that U SPORTS regulations, policies and philosophies are adhered to
- Ensure the completion of all documentation required for participation in International Events
- Provide orientation and support for the Head of Delegations





- Lead and coordinate all aspects of mission operations for Canadian teams including mission staff selection
- Coordinate travel for mission staff, internal teams and delegates
- Provide support and leadership to the International Committee
- Develop, control and manage the budgets for International Games
- Develop a hosting strategy and bidding process for International events
- Support CSO's liaison with MSO's, NSO's and Sport Canada for strategic planning of the role that U SPORTS International Programs plays in the sport development model in Canada
- Develop overall bid strategy and framework in collaboration with CSO. Liaison with Bid Committees
- Develop crisis management protocols and contingency plans for all international activities
- Lead and Manage Games Debrief Processes, prepare final reports, post-game evaluations and update all transfer of knowledge documents
- Given the evolving nature of the work of U SPORTS, you may be required to undertake various roles and work from time to time as dictated by the needs of the organization

Relationship Management

- Work effectively with FISU, member institutions, NSOs, MSOs, CCAA staff and members, Sport Canada, media, and the Franchise Holders Working Group (COC, CPC, CGC, CGC, JDLF), Corporate Partners
- Work closely with other U SPORTS departments including marketing, communications, team services and finance
- Manage international representation to FISU committees and events when requested by CSO
- Keep the Chief Sport Officer, the Director of Marketing & Communication, the membership and NSO partners informed and up-to-date on important issues and developments in international relations
- Work on strengthening engagement by members, the government and corporate partners to foster strong and meaningful relationships to support international representation by U SPORTS student-athletes and coaches
- Liaise with local Canadian Embassy to seek support of the Canadian Team while at the Games, as well as involvement with the Team Canada Reception

Team Services

- Oversee all aspects of U SPORTS-run teams including coach selection, athlete selection, training camps, team budgets, team uniforms, flight booking
- Determine sizing, items and quantities for the Team Canada kit
- Manage Team Canada requirements with the local FISU Games Organizing Committee and NSOs
- Liaise with the sport medicine expert groups re: Medical Team selection, orientation and communication
- Collaborate with the colleagues on the management of Internal U SPORTS National Teams
- Work with Coaches on Event Plans and Budgets on selection / training Camps
- Prepare and monitor the critical path/work plan for the Games
- Provide international programs content to the communications team
- Coordinate all aspects of team operations, in consultation with members of the Mission Staff
- Manage all aspects of cargo
- Develop and manage the accreditation process and ensure all entry documents are received and deadlines are met
- Prepare and distribute sport bulletins
- Liaise with the Coaching Association of Canada to implement and monitor Coaching Standards Policy





DESIRED QUALIFICATIONS AND SKILLS

- Undergraduate degree in sport administration, business, or related discipline
- Minimum five (5) years' related experience with demonstrated track record in international games and financial management
- Significant experience in running successful national level and international events
- Previous experience working in Canadian University Sport or equivalency
- Strong understanding of Canadian University Sport and the Canadian sport landscape
- Leadership experience in multi-sport games and in international sport settings
- Understanding of membership-based governed organization with an appreciation of the diversity and autonomy of universities
- Proven ability to build and maintain strong relationships with internal/external colleagues and stakeholders
- Management skills, including planning, project management, financial management and budgeting
- Strong communication skills in dealing with coaches, student-athletes, administrators, both verbally and in written correspondence
- Excellent organizational, time management, and multi-tasking skills with very strong attention to detail
- Demonstrates and embodies U SPORTS Mission and Values
- Bilingualism is a significant asset
- Willingness to travel internationally

Office Location: Richmond Hill, Ontario, Canada

NOTE: The successful candidate will have the flexibility to conduct some business remotely

Please send cover letter and resume by **December 10th, 2021** to applications@usports.ca, citing the position title in the subject line. No telephone calls please. We thank all applicants for their interest; however only those selected for an interview will be contacted.

REFERENCES REQUIRED UPON REQUEST

