



Job Title: General Manager

Reports to: Board of Directors

Starting Date: September 3, 2019

Term End Date: October 31, 2020 (with possibility for extension)

** This is a volunteer position*

Overview

The General Manager for the Regina Riot Football Club will be appointed by the Board of Directors. The General Manager is a crucial role for a passionate individual who will be the main contact of the organization while representing the Team in a professional manner and upholding the mission and values of the organization in all media, league, and community settings.

Roles and Responsibilities

- Liaise with all support staff and report directly to the Board of Directors on coach, player, support staff, financials, disciplinary actions or any other pertinent manners;
- Work with Team Manager and Board of Directors to maintain established budget for operations;
- Assist Board of Directors in hiring Head Coach;
- Assist Head Coach, as needed, in hiring coaching staff and team support staff, including Team Manager, Equipment Manager, Film Manager, Strength & Conditioning Coach, and Medical Staff;
- Work with all support staff to ensure that they are able to fulfill their roles effectively;
- Work with Head Coach to develop, maintain, and implement a player recruitment strategy;
- Hold all coaches, support staff, and volunteers to the expectations and policies of the organization and document and report any disciplinary actions taken, including receiving any reports from the Head Coach regarding players;
- Attend all Western Women's Canadian Football League (WWCFL) meetings on behalf of the Team;
- Ensure all requirements are submitted to the WWCFL, in and out of season, and good standing is maintained;

- Stay up to date with all requirements and filings with Football Saskatchewan and maintain good standing;
- Coordinate available services through the Sport Medicine and Science Council of Saskatchewan;
- Seek out grant programs, sponsorship opportunities, and relationships with community stakeholders to build the capacity of the team;
- Manage the official Regina Riot e-mail address, responding to requests in a timely and professional manner;
- Other tasks as assigned by the Board of Directors

Qualifications

- Demonstrated experience with program development and implementation
- Demonstrated experience recruiting and working with volunteers
- Demonstrated ability in building and maintaining relationships with community stakeholders
- Strong leadership abilities and excellent communication skills
- Ability to work independently and within a team
- Knowledge of WWCFLL policies would be considered an asset
- Previous experience running or assisting in the running of a football program would be considered an asset
- Related education may be an asset, but is not required

Working Conditions

The majority of work can be done from any location; there is no central office. Evenings and weekends will be required, with time commitment fluctuating throughout the year. Significant time will be spent on staff and player recruitment, registrations, training/practice and games during pre-season and in-season (estimated 15-20 hours per week). Post-season will be spent ensuring all responsibilities are closed for the previous season, while the off-season will consist of planning for the following year (estimated 5-10 hours per week).

Key Relationships

The General Manager will report directly to the Board of Directors.

The General Manager will work with the Head Coach and be their liaison to the Board of Directors in the majority of circumstances.

The General Manager will also serve as the liaison between all support staff and the Board of Directors.

All interested candidates are asked to apply via email with a cover letter and resume to reginariotboard@gmail.com no later than August 11th, 2019.

Only those selected for an interview will be contacted.