



CUC 2019 General Manager

The Edmonton Ultimate Players Association is submitting a bid to host the 2019 Canadian Ultimate Championships (CUCs). If the bid is successful, the event will be held in Edmonton, Alberta, from August 11 to 18, 2019. Divisions of competition will include Juniors, Women, Open, Women's Masters and Open Masters.

A successful bid is dependent on recruiting individuals to key positions on the Tournament Organizing Committee. To that end, the CUC Bid Committee is seeking applicants for the role of General Manager.

This is an exciting opportunity to build skills and experience in the areas of sport management, event planning, logistics coordination, project management and human resources.

The General Manager will be part of a team of Managers, all of whom will be expected to support each other through the planning and execution of CUC. As part of a unified team, volunteers can expect a positive and collaborative work environment where the time, ideas, and opinions of all contributors are respected.

The General Manager will be expected to contribute to the organization of EUPA's 2019 CUC bid proposal. The General Manager will be the primary point of contact between Ultimate Canada and the Tournament Organizing committee and will act as the onsite tournament director for CUC 2019. The General manager will be expected to fulfill the following duties and responsibilities if EUPA is selected to host CUCs 2019.

Job Duties and Responsibilities

- Lead the tournament organizing committee and chair regular meetings
- Understand the minimum tournament requirements defined by Ultimate Canada and ensure they are met
- Develop a timeline and plan for ensuring successful completion of all required tasks
- Identify key volunteer roles and recruit skilled people to be responsible for the completion of tasks within those roles
- Engage and motivate key volunteers to meet goals and deadlines and adjust resources and personnel as required to ensure the timeline is honoured
- Represent EUPA at all CUC related meetings, events, and negotiations
- Oversee event budget and assist Finance Manager with expenditure approvals
- Communicate messaging from Ultimate Canada
- Assist where appropriate and required to meet tournament deadlines and goals
- Communicate regularly with Ultimate Canada and EUPA to provide updates and make appropriate requests
- Act as the tournament director for both the junior and adult portions of the event
- Tour tournament and finals venues both prior to and during tournament to ensure they meet minimum standards
- Assist Ultimate Canada Competition Director in presiding over decisions concerning competition safety, quality, fairness and scheduling

Time Commitment

Approximately

- 2-4 hours in the month of May 2018 to contribute to the bid proposal
- 5-10 hours per month during the tournament planning stages (Sept. 2018-July 2019)
- Additional 5-10 hours per week May-July, 2019
- 20 hours in the two weeks preceding tournament (August 2019)



- On site during the entire duration of tournament (10-12 hours per day, Aug. 11-18, 2019)
- 15 hours during the two weeks following the tournament

Qualifications

- Strong written and verbal communication skills in English (French is an asset)
- Demonstrated reliability and organizational ability
- In good standing with the Edmonton Ultimate Players Association and Ultimate Canada
- Demonstrated problem solving ability
- Proven ability to make well informed decisions
- Previous tournament director or sport event management experience
- Experience leading a group of volunteers, preferably over a long term project (6 months or more)
- Experience in leadership roles, with the ability to motivate others
- A valid driver's license and access to a vehicle
- Education and/or experience in project management, event planning and human resources are assets

Supervision

The General Manager will report to EUPA Board of Directors and Ultimate Canada Event Coordinator.

Compensation

This is a volunteer position that will be recognized with an honorarium of \$1500.

Application deadline is April 20, 2018.

Please submit your cover letter and resume to CUC Bid Committee at cuc@eupa.ca