



Job Description

Vice-President Competitions

GENERAL:

The Vice-President Competitions manages and co-ordinates a team of people in order to plan and implement high quality competitions. Their goals are to increase the number of competitors and improve the quality and quantity of competitions.

The position must address policies, procedures, committees and budgetary items related to their area of responsibility.

The Vice-President Competitions is allowed to act within these policies, procedures and approved projects without review by the board of directors but may not act without the board's approval when the approved process does not adequately cover the specifics of the new event.

The Vice-President Competitions may present changes to policies, procedures, committee structure and budgetary re-assignment to address new conditions. Once approved, the new policy, procedure, committee structure, project or budgetary assignment are then the Vice-President Competitions' to act upon without review.

The Vice-President Competitions may also delegate some of these duties to the various committees for action within the approved structure. In all cases regular reports are required to the board that must include minutes of meetings, planned expenditures and status of their area of responsibility. The minimum frequency is quarterly to match the organization's fiscal year.

RESPONSIBILITY:

The Vice-President Competitions shall be responsible for event management including but not limited to:

- Producing and managing a schedule of all judo tournaments in the calendar according to the Event Management policies.
- Management of sanction applications and information to ensure compliance with sanction policies and to provide a quality assurance review of events.
- Liaise with Judo Canada in regards to sanction policies.
- Review & evaluate Judo Ontario sanction policies at least annually.
- Ensure Judo Ontario sanction policies meet government rules to maintain Judo Ontario as the governing body for Judo in Ontario.
- Directs and assists with the programs of the Sanction, Referee and Veterans Committees.
- Any other duties related to competitions.

DIRECT REPORTS:

Currently reported to by following committees or chairs:

- Referee Committee
- Sanction Committee
- Veterans Committee

REPORTS TO:

This position reports directly to the First Vice-President and indirectly to the Board of Directors, as well as attends all board meetings as a voting member.

REQUIREMENTS:

- A strong team player having excellent communication and interpersonal skills plus the ability to motivate, enthuse, persuade, negotiate and influence in both the spoken and written word.
- Excellent organizational, planning and administrative skills.
- Ability to positively support change, innovation and improvements.
- The ability to deal sensitively, diplomatically with a variety of people, agencies to show integrity.
- Must have acted as a tournament director at two or more tournament.
- Familiar with tournament and sanction rules.
- Must be a full member of Judo Ontario.