



Canadian Team Handball Federation
Fédération Canadienne de Handball Olympique

www.handballcanada.ca

DIRECTOR OF COMPETITIONS AND EVENTS

The Director of Competitions and Events will be responsible for overseeing all aspects CTHF competitions and events. The Director of Competition and Events will support the planning and the execution of our national calendar events to ensure the successful delivery of our goals. Other than that, the Director of Competition and Events will be responsible for other events as determined by the CTHF.

SPECIAL REQUIREMENTS:

- Experience in the organization and execution of Canadian and / or other International high-level events.

GENERAL RESPONSIBILITIES:

- Coordinate the publication and distribution of the National Calendar;
 - Coordinate the sanctioning of CTHF events and projects;
 - Serve as a CTHF on-site liaison for any event;
 - Coordinate the assignment of officials to all national events in conjunction with the CTHF Head of Officials;
 - Assist with the scheduling and coordination of organizer and officials' meetings, seminars, and other development activities;
 - Compile reports to sanctioned events;
 - Coordinate changes in tournament regulations approved by the Board of Directors;
 - Maintain an effective communication system with CTHF members regarding all events;
 - Coordinate event administration duties such as equipment set-up, event scoring system, and other tasks;
 - Assist in the recruitment, training, and management of CTHF volunteers;
- Be prepared to be called upon to execute technical delegate responsibilities.