



CANADA BASKETBALL

Manager, Club Licensing

OPPORTUNITY

Title: Manager, Club Licensing
Reports to: Director, Domestic Development
Application Deadline: July 31, 2021

EMPLOYMENT TYPE

Type of Position: Full Time
Start Date: September 2021
Hours of Work: Canada Basketball's regular hours of work are 40 hours per week, namely Monday to Friday, 8 hours a day and 5 days a week. However, the demands of your position may require your hours of work to vary to meet the objectives of your employment. Due to the nature of this position, there may also be some travel required and the need to work some weekends.
All Applicants: Must be legally entitled to work in Canada according to the relevant provincial legislations and regulations; must be able to provide an acceptable Criminal Record Check.

Canada Basketball is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. We welcome and encourage applications from First Nations, Metis and Inuit peoples, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, color, ethnic origin, creed, sex, sexual orientation, age, marital status, family status or ability.

Canada Basketball is committed to providing a safe environment for all, especially minors. All applicants will be thoroughly screened using background checks and a review process.

OVERVIEW

Canada Basketball is the national governing body for amateur basketball in Canada. Located in Toronto, Canada Basketball is a not-for-profit organization whose mission is "We aspire to excellence in leading the growth and development of the game at home, and in pursuing medal performances on the international stage".

In a unique opportunity, Canada Basketball (CB) requires a dynamic individual to lead the growth and development of basketball clubs and associations, ensuring all administration and management related to club licensing will be facilitated across Canada. The successful applicant will work closely with the Provincial/Territorial Sport Organizations (PTSOs) and provide support and guidance to all system stakeholders in understanding the new direction, implementing/managing change, and gaining stakeholder buy-in on Canada Basketball's Club Licensing program. The program will aim to encourage clubs to set standards and add accountability to their mandates to improve the level of professionalism, while provide a welcoming, safe, and developmentally appropriate environment, enhancing participant experience, thereby improving the overall basketball system in Canada.

The Manager, Club Licensing will develop, manage, implement, and monitor a national, standards-based, classification, development, and appraisal program for youth basketball organizations. Components of the role will include oversight on program & resource development, promotion, education, training, evaluation, communication and setting clear expectations for system change with the express purpose of supporting organizations to mature, adapt and grow. Additional responsibilities will include database management, monitoring & evaluation, customer servicing, as well as other tactical duties in order to achieve the short and long-term goals of Canada Basketball's Club Licensing program.

DUTIES AND RESPONSIBILITIES

- Develop and implement a strategic Club Licensing framework to systematically promote and raise the standard of all basketball organizations throughout Canada.

- Establish and maintain standards for the Club Licensing Program, ensuring adequate level of management and organization in club basketball administration.
- Ensure a thorough understanding of the technical, administrative, and safe sport pillars of the Club Licensing model across all levels of stakeholders.
- Monitor feedback on and review the standards of the licensing program in support of yearly update cycle.
- Work closely with PTSOs to establish and oversee timelines for applications.
- Work closely with PTSOs to establish, manage and oversee application, review, approval, and renewal processes.
- Liaise with PTSO leads, technical directors, and Executive Directors on all club licensing-related matters, act as internal support and guidance to the PTSOs.
- Work with the Independent Third Party Reporting System to ensure complaints and cases of maltreatment are tracked and recorded, and that if necessary are tied to the participants.
- Coordinate and conduct assessments, compliance audits and spot-checks to verify whether license applicants have fulfilled quality standards according to the criteria set out as requirements.
- Serve as a point-of-contact for clubs, respond to inquiries from and provide guidance to clubs and associations on all club licensing-related matters.
- Develop and oversee action planning, reporting, and review process for licensed clubs.
- Ensure Safe Sport measures are tracked and included in all aspects of adoption, implementation and reporting
- Develop resources to support clubs to improve their operations and achieve licensing objectives – this includes manuals, guides, templates, tools, documents, and all other resources that will help clubs to achieve the standards.
- Establish a well-articulated communication strategy and liaise with the communications and marketing department on branding, announcements, recognition, etc.
- Ensure the license applicant/licensee full confidentiality in regards to all non-public information disclosed during the licensing process.
- Actively support clubs to improve all elements of their governance and operations.
- Utilize technology and multimedia platforms to maintain and track club licensing status, support process and to further enhance and support club licensing.
- Proactively seek opportunities to improve club licensing program and club administrators' experiences.
- Compile, analyze, and provide reports on program progress and trends.
- Assist with research and information gathering regarding best practices and additional information that would further benefit the Club Licensing program.
- Other duties as required.

Key Attributes

The candidate must possess the following attributes:

- Proven track record as a leader as well as a good understanding of the Canadian basketball landscape (i.e. experience working at the local, provincial, or national level)
- Background in sport/business management, and/or marketing/communications.
- Knowledge of the Canadian sport system, the NCCP/NOCP and the provincial/territorial/national basketball environments.
- Understanding of project management skills, particularly adhering to timelines, planning and documentation.
- Superior organizational, analytical, written and oral communication skills. The ability to create content, review and edit documents is an asset.
- Ability to work under pressure and remain detail oriented, work independently, maintain tight schedules, and prioritize effectively in a dynamic and service-oriented team environment.
- Detail oriented with strong administrative and computer skills, utilizing communication systems & platforms.
- Exceptional customer service and interpersonal skills.
- Bilingual (French) an asset.
- Experience working with not-for-profit organizations is an asset.
- Energetic, self-motivated, ambitious, and possessing a growth mindset and a winning attitude with the ability to inspire others to effect positive change.

Interested applicants should submit their cover letter and resume to:

info@basketball.ca

Please include your cover letter and resume in one document

and ensure the email subject line reads
“Manager, Club Licensing”

We thank all applicants for their interest, however, only those being considered will be contacted.