



TECHNICAL DELEGATE – 2026 NATIONAL WHEELCHAIR RUGBY CHAMPIONSHIPS

HISTORY:

Each year, Wheelchair Rugby Canada hosts a national championship to showcase top athletes and the growth of domestic programs. The event brings teams from across the country to compete in Division One or Two, undergo classification, and celebrate together at the tournament banquet.

ROLE DESCRIPTION:

Wheelchair Rugby Canada and the Host Committee (the Ottawa Stingers) are seeking a Volunteer Technical Delegate for the 2026 National Wheelchair Rugby Championships. The event is to be held at Carleton University in Ottawa, Canada from May 14 to May 17, 2026.

The Technical Director will support WRC and the LOC with all technical requirements and operations related to the tournament and to be the ultimate decision maker for disputes and conflict resolution.

Start Date: February 2026

End Date: June 2026

Location: Ottawa (preferred), hybrid work, REQUIRED to be on-site for tournament.

ROLE AND RESPONSIBILITIES

Prior to the Event

- Attend and participate in organizing meetings.
- Advise the LOC on technical organization, including venue setup, and scheduling.
- Work with WRC to review tournament documents and communications before distribution.
- Coordinate with national classification and officiating contacts to ensure compliance with all requirements.
- Support anti-doping and Safe Sport compliance in coordination with national sport authorities.
- Other duties as required.

During the Event

- Be present at the venue throughout the event.



- Supervise the competition to ensure compliance with rules and regulations.
- Inspect competition and training venues for alignment with hosting plan.
- Chair technical meetings with teams and officials.
- Approve schedule changes and resolve technical issues.
- Support LOC, classifiers, and referees in resolving disputes.
- Maintain records of disciplinary actions and fouls.
- Apply tie-breaking procedures and disciplinary actions as needed.
- Act as team lead for national officials and resolve delegation issues.
- Always Represent Wheelchair Rugby Canada and Local Organizing Committee professionally.
- Other duties as required.

After the Event

- Participate in summative evaluation and reporting.

SKILLS AND EXPERIENCE

- Experience in organizing sport events and tournaments will be considered an asset.
- Familiarity with wheelchair rugby and/or parasport is a bonus.
- Strong communication skills, decision-making abilities, and conflict resolution skills.
- Ability to work collaboratively in a remote team setting.
- Ability to work independently.
- Excellent time management skills and experience in managing multiple projects and deadlines.
- Communication skills in English and French are considered an asset.

TIME COMMITMENT:

- Pre-event planning: 1-2 hours/week (starting immediately)
- On-site: Full-time during tournament dates
- Post-event reporting and debrief

CONDITIONS OF APPOINTMENT

- This is a voluntary position with no financial compensation. However, all travel, accommodation, and meal expenses will be covered by Wheelchair Rugby Canada.



- Must be available from February 2026 through June 2026, including preparatory meetings, site visits, and post-event reporting.

WHAT YOU WILL RECEIVE:

- Orientation and training sessions
- Tournament Manual, Schedule, Technical Package
- Travel, Accommodations, and Meals paid for
- Certificate of participation and letter of reference (upon request)

HOW TO APPLY:

- Submit your Resume and Cover letter via email with the Subject Line: Technical Delegate Application
- Deadline to apply: **February 6, 2026**
- Contact: Send all application documents to the Programs Coordinator, Avery Lightfoot (alightfoot@wheelchairrugby.ca)