



HEAD OF OFFICIALS – WHEELCHAIR RUGBY CANADA

Title: Head of Officiating

Type of position: Volunteer

Start Date: March 2026 – for a 2-year term with an opportunity for extension

Wheelchair Rugby Canada is a world-leader in Wheelchair Rugby, a respected advocate for wheelchair athletes, and a visionary organization committed to excellence in programs from recruitment to retirement.

Wheelchair Rugby Canada is committed to building a skilled, diverse team reflective of Canadian society. As a result, we promote employment equity and encourage applications from women, Indigenous peoples, persons with a disability, or members of a visible minority group, regardless of sexual identity, gender identification, or gender expression, and marital or family status.

POSITION DESCRIPTION

Wheelchair Rugby Canada is seeking a volunteer Head of Officiating to lead the development, coordination, and oversight of officiating across the country. This position will provide technical leadership on the rules of the game, support the training and evaluation of officials, and guide the selection and assignment of officials for national events.

The ideal candidate is a respected leader with deep officiating experience, strong communication skills, and a passion for mentoring others. They will chair the Technical Committee, collaborate with domestic and international partners, and ensure alignment with World Wheelchair Rugby standards.

QUALIFICATIONS:

- Ideally, the individual will hold a World Wheelchair Rugby Zone License (Head of Officials) and/or World Wheelchair Rugby Evaluator or Head Official License.

SKILLS AND ATTRIBUTES:

- Demonstrated leadership and communication skills, both written and oral
- Ability to build, establish and maintain relationships both internal and external to the organization



- Proven ability to build and manage teams of individuals, support the development of others and evaluate performance
- Strong analytical skills, including being able to assess various situations in the field of play and make informed decisions
- Demonstrated planning and organizational skills
- Demonstrated ability to problem solve and exercise good judgement
- Proven self-starter willing to take initiative
- Strong desire to promote and exemplify the values of Wheelchair Rugby Canada – teamwork, integrity, excellence and innovation
- Strong working knowledge of the Canadian sport system and experience working within it as well as extensive experience as an official for Wheelchair Rugby at the provincial, national and international level.

REALITIES OF THE POSITION:

This position is a volunteer role with Wheelchair Rugby Canada and will require evening and weekend work.

DUTIES:

Rules and Event Standards

- Act as an active advisor to Wheelchair Rugby Canada on all technical elements of the sport as it relates to the rules governing the competition of the sport, including providing updates and information from World Wheelchair Rugby international federation.
- Draft and write rules and interpretations for Canadian amendments to rules to ensure alignment, where appropriate with World Wheelchair Rugby rules and interpretations.
- When possible, attend Domestic Committee Meetings quarterly to provide technical interpretation of rules of the game, classification process and athlete eligibility, including participating in the review and allocation of Podium Club funds.
- Liaise with the WWR Technical Committee and/or Competitions Committee.

Official Development

- Provide leadership to the WRC Technical Committee, including chairing of meetings and ensuring the agenda for meetings are set.



- In collaboration with the WRC Technical Committee ensure the following duties and responsibilities are performed:
 - Ensure an Officials Development Pathway is developed and revised as needed.
 - Support the management and maintenance of WRC officials through the Long Term Officials Development Pathway.
 - Coordination of officiating and evaluation opportunities for officials looking to progress through the pathway including the coordination of clinics and opportunities to officiate and be evaluated at events.
 - Coordinate the selection of officials for all events sanctioned by WRC.
 - Ensure fitness and knowledge testing of National Level Officials are done at least every 2 years and/or prior to an official advancing to World Wheelchair Rugby certification
 - Provide guidance and support to questions and inquires that arise as it relates to the technical aspects of the game to Local Organizing Committees of both WRC sanctioned events and WWR sanctioned events hosted in Canada.
 - Ensure Official Education Materials are maintained and align with WWR.
- Develop and maintain relationships within the Wheelchair Rugby community – both internationally and nationally to promote and leverage opportunities for Canadian officials to be provided opportunities to officiate to both advance and maintain certification levels.
- Develop and maintain relationships with PSO's to support and guide official development within the provinces.
- Manage the official's component of the WRC budget to support the development of officials in attending national and international events to progress along the certification pathway.
- Update and manage the national official's database.

Head Official at National Competitions

- Act in the capacity of Head Official or delegate this role to another suitably qualified individual.
- Selection of referees, game commissioners and evaluators; and sign-off on these roles or provide guidance as needed.
- Ongoing communication with the Local Organizing Committee to inform them of all event officials and to support the travel and accommodation requirements of all officials.



- Attend and lead technical meetings for the event and address any questions raised on the rules or interpretation of the rules.

Professional Development

- Engage in professional development opportunities to further develop strengths and bridge any identified gaps
- Create and build relationships with a network of officials at the national and international level as an avenue to learn and collaborate.

Administrative Duties

- Review WRC officials fee structure in consultation with the CEO, every four years or as determined by the CEO.
- Complete administrative requirements related to the position such as expense claims, reports etc.
- Ensure the CEO is kept informed of any timely or sensitive information.

HOW TO APPLY:

Submit your Resume and Cover letter via email with the Subject Line: Head of Officials Application

Deadline to apply: **February 28, 2026**

Contact: Send all application documents to the Programs Coordinator, Avery Lightfoot (alightfoot@wheelchairrugby.ca)