



## **Job Opportunity: League Convenor**

**Position: League Convenor (Men's & Women's Leagues)**

**Positions Available: 1**

**Compensation: \$2,500 per position (seasonal contract)**

**Application Deadline: February 27, 2026**

### **About the Role**

Rugby Manitoba is seeking a dedicated and organized individual to serve as League Convenor for the 2026 season. One Convenor will oversee the Men's and the Women's League. This paid, seasonal position involves coordinating and overseeing league operations to ensure a successful and well-organized season.

This is an exciting opportunity to take a leadership role in the Rugby Manitoba community, working closely with Rugby Manitoba's Board, staff, and club representatives to support the growth of the sport.

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### **Key Responsibilities**

#### **League Administration**

- **Oversee the day-to-day operations of the assigned league, including scheduling, match coordination, and league communications.**
- **Coordinate the set up and management of the Veo camera system for game recordings.**
- **Maintain accurate records of match results, player registrations (when required), and league standings.**
- **Ensure match results and league updates are posted on Rugby Manitoba's media channels in a timely manner.**



## **Communication**

- **Serve as the primary point of contact for teams, coaches, and officials, addressing inquiries and concerns.**

## **Compliance & Regulations**

- **Ensure the Rules of Competition are updated and reviewed with teams before the season begins.**
- **Monitor league policies and ensure compliance from teams, players, and staff.**
- **Work with Rugby Manitoba and the Disciplinary Committee to address disciplinary matters fairly and transparently.**
- **Respond to inquiries from clubs and Rugby Manitoba membership in a professional and timely manner.**

## **Support & Development**

- **Foster a positive and inclusive environment for players, coaches, and volunteers.**
- **Identify areas for improvement and propose strategies to enhance the overall league experience.**

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## **Qualifications & Skills**

- **Previous experience in sports administration.**
- **Strong organizational and time management skills, with the ability to handle multiple tasks.**
- **Excellent communication and interpersonal skills.**
- **Knowledge of rugby rules, regulations, and league structures.**



Rugby Manitoba  
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- **Proficiency in scheduling, record-keeping, and communication software.**
  - **Availability to work evenings and weekends as required.**
  - **Preferred candidates will not be an active player in the Rugby Manitoba leagues in which they are convening.**
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### **Why Join Rugby Manitoba?**

- **Compensation: \$2,500 per position for the season.**
- **Professional Experience: Gain valuable skills in sports management and administration.**
- **Community Impact: Play a key role in the success of Manitoba's rugby leagues.**
- **Networking: Work closely with Rugby Manitoba, clubs, and provincial rugby leaders.**

**To Apply: Submit your application to [ed@rugbymb.ca](mailto:ed@rugbymb.ca) by February 27, 2026.**