



Tournament & Adult League Manager

Ottawa-Carleton Ultimate Association (OCUA)

Location	Ottawa, Ontario
Employment Type	Full-Time (37.5 hours/week)
Reports To	Executive Director
Salary Range	\$50,000 - \$65,000
Start Date	January/February 2027

About OCUA

The Ottawa-Carleton Ultimate Association (OCUA) is a not-for-profit sport organization dedicated to growing and promoting the sport of ultimate frisbee throughout the Ottawa region. OCUA delivers recreational and competitive programming for players of all ages and skill levels, creating opportunities for people to stay active, build community, and enjoy the spirit of the game.

With a vibrant adult ultimate community and a growing portfolio of tournaments and leagues, OCUA is looking for an organized, energetic, and community-minded professional to join our team as **Tournament & Adult League Manager**.

Position Overview

The Tournament & Adult League Manager is responsible for the planning, coordination, and delivery of OCUA's adult leagues and tournaments including ongoing league operations.

OCUA's Adult leagues run in 3 seasons: Summer (May-Aug), Fall (Sept-Oct) & Winter (Nov-April). This role oversees programming from initial planning with the Executive Director, through registration, scheduling and communication with membership.

OCUA's tournament portfolio includes a varying number of tournaments each year from Middle School & High School Tournaments through No Borders, which attracts 72 teams from across Canada. This role oversees the planning, organizing and execution of all tournaments.

The successful candidate is a strong organizer and communicator who enjoys working in a fast-paced sport environment, building relationships with participants and volunteers, and ensuring that every program or event runs smoothly. This position requires a combination of administrative coordination, customer service, problem-solving, and hands-on event management. Ability to work mostly from home, with a combination of in-person monthly meetings and occasional evening and weekend work for tournament and league delivery.

Key Responsibilities

TOURNAMENT MANAGEMENT

Assume lead responsibility for the preparation, and delivery of all OCUA tournaments

- Plan and execute tournament budget and marketing plan for each tournament with guidance from the Executive Director.
- Execute tournaments, from initial concept through event delivery and post-event reports.
- Coordinate tournament registration, invoices, team communications, schedules, formats, field assignments, and event logistics.
- Obtain necessary permits and maintain tournament tracking files.
- Liaise with teams, observers, volunteers, vendors, and other stakeholders.
- Oversee tournament-day operations, including setup, equipment, signage, and more.
- Ensure events are delivered safely, efficiently, and in accordance with OCUA policies and applicable competition rules.
- Support the development of new tournaments and special events that strengthen OCUA's profile and grow participation.
- Manage contents of UPI trailer and Dymon Storage Locker.

LEAGUE MANAGEMENT

Assume lead management of all OCUA Adult Leagues

- Plan, coordinate, and deliver OCUA's adult recreational leagues throughout the year.
- Respond to all adult league inquiries in a timely manner.
- Create registration links, league pages, game slots and manage field maps.
- Coordinate captains' meetings for Summer & Winter seasons.
- Monitor league participation, address operational concerns, and support a positive and inclusive playing environment.
- Work with captains & coordinators to ensure consistent league operations.
- Identify opportunities to improve adult programming, increase participation, and enhance player retention.
- Collect participant feedback and recommend improvements to league structure and delivery.
- Management of league playoffs and Godzilla League Championships.
- Assist Programs Manager for any youth & junior related leagues where applicable.

MARKETING

- Create and implement marketing strategies to increase participation in both adult leagues and tournaments.
- Identify and pursue sponsorship opportunities for events in collaboration with Executive Director
- Additional marketing support on new or current OCUA partnerships & programs
- Design monthly newsletter

CUSTOMER SERVICE & COMMUNITY ENGAGEMENT

- Provide timely, professional, and helpful support to players, captains, and other stakeholders.
- Build positive relationships with members, volunteers, community partners, and the broader ultimate community.
- Promote an inclusive, welcoming, and respectful environment consistent with the spirit of ultimate.
- Represent OCUA professionally at leagues, tournaments, meetings, and community events.

Qualifications & Experience

REQUIRED QUALIFICATIONS

- Strong organizational and time-management skills, with the ability to manage multiple programs and competing deadlines.
- Excellent written and verbal communication skills.
- Demonstrated ability to solve problems independently and make decisions in a dynamic environment.
- Strong customer service and relationship-building skills.
- Proficiency with Microsoft Office including spreadsheets and online registration tools.
- Ability to work flexible hours, including evenings and weekends during league play and tournaments.
- Ability to work independently while contributing effectively to a small team.

PREFERRED QUALIFICATIONS

- Minimum 3 Years experience coordinating sports leagues, tournaments and/or recreational programs.
- Knowledge of the sport of Ultimate
- Experience coordinating volunteers, officials, or event staff.
- Experience managing program budgets, tracking expenses, and preparing reports.
- Post-secondary education in sport management, recreation, event management, administration, or a related field

HOW TO APPLY

- Interested candidates are invited to submit a resume and cover letter outlining their relevant experience and interest in the position to jeremy@ocua.ca by **November 6th, 2026**.
- Please use the subject line: **[Your Name] - Tournament & Adult League Manager Application**
- OCUA is committed to fostering an inclusive and welcoming environment. We encourage applications from candidates with diverse backgrounds and experiences who share our commitment to accessible, positive, and community-oriented sport.
- We thank all applicants for their interest; only those selected for an interview will be contacted.