



Match Official Manager (Part time)

JOB PURPOSE:

Under the direction of the Technical Director, the Match Official Manager will be responsible for the management of all matters directly relating to referees including but not limited to: education, development, assigning and administrative duties within the Club.

RESPONSIBILITIES:

- Liaise with the Technical Operations Coordinator
- Become direct liaison with the Ontario Soccer and SWRSA DRC in all matters related to the Club's Match Officials
- Provide a leadership role within the WMSC Match Official community
- Develop an annual action plan for referee instruction, development, recruitment, fitness testing, mentoring and retention.
- Assist in the development of the Technical Development Plan and Strategic Plan with submission of reports to the Technical as necessary
- Maintain appropriate records including a current list of referees and contact information.
- Ensure WMSC Database is Ontario Soccer compliant complete with Grading requirements
- Ensure referees are fully informed of dress code, and proper administration of game sheets.
- Ensure adherence of all Match Officials to Ontario Soccer/Canada Soccer policies and procedures, and code of conduct, and any Club policies and procedures.
- Identification of Referee candidates for Regional and Provincial upgrade programs
- Assessor training under Ontario Soccer guidelines as required
- Report any referee who breaches any of the policies and procedures of the Ontario Soccer and/or Club to the District or DRC whichever is the appropriate process in the District.
- Support Discipline process as it applies to all leagues in which the Ontario Soccer operates
- Attend Festivals and Games held at WMSC and monitor Referee performance.
- Establish regular meeting schedule for referees. Includes Fall, Winter and summer orientation sessions
- Organize education sessions for referees focused upon specific development needs
- Coordinate the delivery of entry level and small sided referee courses as needed
- Implementation of Ontario Soccer LTOD and identify and designate potential mentors
- In conjunction with Technical implementation and management of Game Leader Program
- Support communication plan to address any clinic information, and/or education sessions, meetings and pertinent information sharing.
- Attend education sessions to ensure required qualifications remain current.



Waterloo Minor Soccer Club
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- Act as a liaison on referee and discipline matters with parents, coaches, managers as needed.
- Attend meetings as required.
- Make recommendations to budgeting process annually
- Current CSA registered referee in good standing, minimum District level
- Other Duties assigned by the Executive Director or Technical Director

The Successful candidate must also have the following:

- Valid Ontario Driver's license
- Knowledge and experience working with Microsoft office, Power Up and Ref Centre
- Flexible working hours (non-traditional)

Interested candidates should send their resume and cover letter
Jobs@waterloounited.com

Successful applicants will be contacted for an interview. This position will stay open until filled.