

**POSITION TITLE:** Match Official Manager

**REPORTS TO:** Technical Director/Executive Director

**CONDITIONS:** Part-Time

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 & 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 & retention
- Assist in the development of the Technical Development Plan & Strategic Plan with the submission of reports to the Technical as necessary
- Maintain appropriate records including a current list of referees & contact information
- Ensure WMSC Database is Ontario Soccer compliant complete with Grading requirements
- Ensure referees are fully informed of the dress-code & proper administration of game sheets
- Ensure adherence of all Match Officials to Ontario Soccer/Canada Soccer policies and procedures, & code of conduct, & any Club policies/procedures
- Identification of Referee candidates for Regional & Provincial upgrade programs
- Assessor training under Ontario Soccer guidelines as required
- Report any referee who breaches any of the policies & procedures of the Ontario Soccer &/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 Ontario Soccer operates
- Attend Festivals & Games held at WMSC plus monitor Referee performance
- Establish a regular meeting schedule for referees. Includes Fall, Winter & summer orientation sessions
- Organize education sessions for referees focused upon specific development needs
- Coordinate the delivery of entry-level & small-sided referee courses as needed
- Implementation of Ontario Soccer LTOD to identify & designate potential mentors
- In conjunction with the Technical implementation & management of the Game Leader Program
- Support communication plan to address any clinic information, &/or education sessions, meetings & pertinent information sharing
- Attend education sessions to ensure required qualifications remain current
- Act as a liaison on referee and discipline matters with parents, coaches, managers as needed
- Attend meetings as required
- Make recommendations to the 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 (G Class)
- Knowledge & experience working with Microsoft Office, Power Up & Ref Centre
- Flexible working hours (non-traditional, weekends/weeknights)

**\*\* Interested candidates should send their resume and cover letter to [Jobs@waterloounited.com](mailto:Jobs@waterloounited.com) \*\***

**\*\* Successful applicants will be contacted for an interview \*\***

**\*\* This position will stay open until filled \*\***

