



REFEREE DEVELOPMENT COORDINATOR JOB PROFILE

POSITION TITLE:	Referee Development Coordinator
POSITION TERM:	1 year contract beginning October 1 st , 2023
LOCATION:	Calgary, Alberta, Canada
REPORTS TO:	Technical Manager

ABOUT US

The Calgary Minor Soccer Association (CMSA) is a non-profit organization responsible for governing and organizing leagues, tournaments, and festivals, to grow minor soccer in Calgary. Representing 37 Member Clubs, CMSA is the largest sport organization in Calgary providing year-round activity for over 1,600 youth teams and approximately 25,000 players, in a fun, safe, and inclusive environment.

MISSION

Dedicated to working with our member organizations to develop, organize, and promote opportunities which allow all participants to achieve their full potential in a safe, meaningful, and inclusive environment.

VISION

Elevating and uniting our community through soccer.

POSITION SUMMARY

The Calgary Minor Soccer Association is seeking an experienced and talented referee development coordinator to support CMSA's technical department. The position will report to the Technical Manager and be responsible for developing and implementing referee recruitment, retention, and development strategies in alignment with the 2024-2027 technical plan. This position will be influential in determining the future of soccer within Calgary as we strive to have three-person referee crews for all U14 – U19 divisions by 2027.



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KEY RESPONSIBILITIES

While developing and implementing referee recruitment, retention, and development strategies, the individual will lead the following initiatives:

REFEREE RECRUITMENT PROGRAM

- Development of a robust referee recruitment program.
- Assist in the recruitment of referees.
- Assist in organizing entry-level referee courses for CMSA.

REFEREE RETENTION PROGRAM

- Develop, implement, evaluate, and innovate referee retention programs in collaboration with the Technical Manager utilizing statistics to support retention initiatives.
- Assist in the organizing of additional referee courses as required.

CMSA MENTORSHIP PROGRAM

- Evaluate the current mentorship program and provide improvement recommendations.
- Coordinate the current mentoring program for new referees with the emphasis on youth referees between 12 and 17 years old.
- Recruiting and assessing mentors for the CMSA Referee Mentorship Program.
- Act as the main point of contact while organizing mentorship pods with mentors and mentees.
- Evaluate and modify mentorship documentation and ensure all documentation is retained on the CMSA servers.
- Deliver semi-annual mentorship connects to educate, improve, and inspire the CMSA referee mentors.
- Submit seasonal reports, evaluating and recommending modifications of the mentorship program to the Technical Manager.

CMSA TEAL SHIRT CAMPAIGN

- Oversee, evaluate, and develop the evolution of the campaign.

REFEREE DEVELOPMENT PROGRAM

- Assist the Technical Manager in the creation of the development pathway for Calgary referees.



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- Develop individualized learning and progression plans for CMSA referees in collaboration with referee advancement programs.
- Advocate for CMSA referees' inclusion in advanced referee education and pathways.
- Develop and coordinate ongoing referee education programs within CMSA and external referee organizations.
- Review referee evaluations and follow-up where necessary.
- Participate in referee rating meetings as the lead for CMSA.

TEAM PARTICIPATION

- As a member of the team, contribute to a positive team culture with staff, member clubs, and all other stakeholders.
- Contribute and participate in weekly staff meetings.
- Attend CMSA events and competitions, if requested.
- Attend CMSA Annual General Meetings, Special General Meetings, or other meetings, if requested.

COMMITTEES

- Participate in District Referee Assistant (DRA) meetings reporting back to the Technical Manager.
- Participate in Calgary's Referee Management Officials Committee (RMOC) on behalf of CMSA and reporting back to the Technical Manager.

EDUCATION, EXPERIENCE, AND QUALIFICATIONS

- Enrolled in, or completed, a post-secondary degree or comparable work experience.
- Significant refereeing experience, and respected member of the local and provincial refereeing community.
- National referee certification would be considered an asset.
- A love of soccer and understanding of CMSA programs, the soccer structure, and referee structure in Alberta and Canada would be considered an asset.
- Demonstrated track record of creating referee development programs.
- Demonstrated track record of project management from concept to execution.



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- Demonstrated history of prioritizing and meeting deadlines.
- Demonstrated ability to think critically and make sound decisions.
- Ability and experience in dealing with parents, coaches, referees, players, and technical staff in a professional manner.
- Ability to create exceptional presentations, reports, and documents with the use of graphics.
- Ability to influence and gain support from others through strong presentation and communication skills.
- Ability to work independently with minimal supervision.
- Approachable, adaptable, resourceful, and detail oriented.
- Proficient abilities with Microsoft Office applications especially Word, Excel, PowerPoint, and Outlook.

FINAL NOTE

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties as assigned, and effectively manage their time to achieve the desired results. Evening and weekend work will be required.

At the employer's expense, the successful candidate will also be required to complete a cleared ePIC, including vulnerable sector search, and complete any staff training as a condition of employment.

APPLICATION AND INTERVIEW PROCESS

Salary will commensurate with the deliverables set out by the Technical Manager.

If you are interested in working with CMSA as the Referee Development Coordinator, please email your **cover letter, resume, and salary expectations** to careers@calgaryminorsoccer.com. Don't hesitate to tell us in your cover letter why you would be an amazing addition to our team, some of the great work you've done, and how you will help CMSA elevate and unite our community through soccer. All applications will be held in strict confidence. The position will remain vacant until filled.