

## **REFEREE PROGRAM MANAGER SCHEDULE A**

### **General**

Established in 1904, BC Soccer is the largest provincial sports organization (PSO) in BC and the third largest soccer specific PSO in Canada with over 150,000 participants, consisting of registered players, coaches, referees, administrators, and soccer leaders. As a professional not-for-profit society and a member of Canada Soccer, BC Soccer is committed to providing the widest opportunities for existing and potential participants, as well as provide support in the most effective and appropriate way for current players, parents, volunteers, member clubs, leagues, and districts.

### **Safe Sport Statement**

BC Soccer believes that everyone involved in soccer has the right to participate in safe and inclusive environments free of abuse, harassment, discrimination, and to enjoy the sport at whatever level or capacity they participate in.

The welfare of everyone involved in soccer is the foremost consideration and in particular, the protection of children in the sport is the responsibility of everyone involved.

### **Position Summary**

The Referee Program Manager reports directly to the Director of Soccer Development and is responsible for the day-to-day management of all referee development activities and initiatives of the organization, including education, programs, and resources and events. As well as directly supervising the Referee Program Coordinator and Referee Scheduler (part time contract) as it relates to their role requirements and being responsible for working with referee development and program budgets.

As a key member of staff, the Referee Program Manager reflects the governing principle of service; contributing to the development of operational and tactical plans designed to serve the BC Soccer vision, mission, and values.

#### ***Vision Statement***

*Positive soccer experiences*

#### ***Mission Statement***

*Promote, develop, and govern soccer in British Columbia*

#### ***Values***

*Inclusive — all can participate and unite in soccer in British Columbia*

*Safe — committed to safe and respectful soccer in British Columbia*

*Excellence — lead and progress soccer in British Columbia*

*Collaborative — deliver soccer with members and stakeholders in British Columbia*

**Accountable to:** Director of Soccer Development.

**Internal relationships:** Relates directly with the Referee Program Coordinator and Referee Scheduler, and with the other members of the soccer development department. As well as the entire staff team and board members of BC Soccer.

**External relationships:** Member Youth Districts, Member Adult Leagues, Member Clubs, Referee Instructors, Referee Assessors, Head Referees, Vancouver Whitecaps FC, Canadian Soccer Association, Provincial Soccer Associations, BC Soccer Premier League, BC High School Sports, BC Games, Sport BC, BC Colleges and Universities (and leagues), provincial multi-sport organizations, and overall participants in soccer.

**Specific Responsibilities:**

- Actively contribute and work towards soccer development objectives, specifically related to refereeing, as outlined in the strategic direction and operational plan of the Association.
  - Maintains a strong customer-focused approach when working with the Association's membership and soccer community, ensuring effective communication with Districts, Leagues, Clubs, and general participants by promptly responding and advising on inquiries, including but not limited to;
    - General member inquires
    - General refereeing related inquiries
    - Assisting referees with the online registration program
    - Inquiries from member/affiliated Head Referees and/or Referee Schedulers
  - Manages the day-to-day operation of all programming with referee development and education activities including but not limited to:
    - Referee Technical Service Plan
    - Referee Provincial Program
    - Instructor and Assessor Development
    - Annual Refresher Clinic content development
    - Annual Referee Upgrade/Review process
    - Fitness Testing
    - Mentorship/Assessment Program
    - Clinic delivery
  - Supervises the Referee Program Coordinator in the execution of their duties related to the coordination and administration of all referee educational clinics including but not limited to:
    - Scheduling of Instructors for Referee Clinics
    - Development/updating of resource material, clinic content, internal processes, databases/online systems
- As well as, other tasks and logistics to support referee program activity such as support of referee at Provincial Championships

- Supervises the Referee Scheduler (part time contract) in the execution of their duties related to scheduling of match officials including but not limited to:
  - College/University assignments per agreements
  - Cross-Member integration programs
  - BC Soccer Premier League
  - BC Soccer Provincial Championships
- Works with the Director of Soccer Development to ensure that all Instructor, Assessors, contracted employees and/or volunteers have a defined Roles/Responsibilities that are properly documented.
- Responsible for working within related Referee Development budgets, reconciling related expense forms, etc.
- Support/lead various Committees
- Attends Member meetings as needed (Youth/Adult Forms, BC Soccer AGM, etc.).
- Various special duties as assigned by the Director of Soccer Development
- Continually looks for opportunities to promote improve referee activities including development programming and delivery

### **Required Knowledge, Abilities, Skills, Training, Experience, and Education**

#### **General (Required)**

- Able to effectively manage staff to perform duties within their job description.
- Able to manage budgets related to Referee programming and educational services.
- Post-secondary degree in sport administration and/or business administration (or a related field).
- Excellent in Microsoft Office Application (Word, Excel, PowerPoint, and Outlook).
- Exceptional organization and prioritizing skills.
- Able to compose routine and non-routine correspondence, including strong oral presentation skills.
- Able to work independently and in a team environment while maintaining confidentiality.
- Able to establish and maintain effective working relationships with colleagues and the BC Soccer Membership (Clubs, Districts, etc.) while supporting the overall structure and philosophical strategy set out by the British Columbia Soccer Association.
- Able to represent the British Columbia Soccer Association as required, including traveling inter provincially / nationally / internationally should it be required.
- Willing to submit to CPIC (Criminal Records) clearance.
- Fluency in English.
- Passionate about soccer.

- Experience in an office working environment.

**Job Specific (Preferred)**

- Post-secondary degree in sport administration and/or business administration (and/or equivalent amount of experience in a related field).
- Detailed knowledge of the Canadian Soccer Association Referee Development Model and development plan.
- A minimum of 10+ years' experience in Refereeing.
- A minimum of a Provincial Level Referee within the Canadian Soccer Association Structure.
- A minimum of a Provincial Level Referee Instructor within the Canadian Soccer Association Structure.
- A minimum of a Provincial Level Referee Assessor within the Canadian Soccer Association Structure.
- A minimum of 2 years' experience in a Manager's position.
- Experience implementing Strategy, Policy and Procedures.

**Remuneration**

The position will include full benefits and a competitive sports industry salary commensurate with experience.

**Application**

Interested applicants should submit their resume, cover letter and salary expectation range to BC Soccer to the attention of Chris Cerroni, Director of Soccer Development at [feedback@bcsoccer.net](mailto:feedback@bcsoccer.net) (email subject: Referee Program Manager).

Application will be received until the role is filled.

Only those selected for an interview will be contacted.