



LEAGUE1 BC MATCH COMMISSIONER

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

An exciting opportunity has arisen within BC Soccer. BC Soccer is seeking a highly motivated, organized, detail-oriented, and energetic individual for the position of League1 BC Match Commissioner. The position is a part of the team responsible to support League1 Match Officials and Clubs. The position also provides support to BC Soccer's Referee Provincial Program Lead and works at multiple venues across BC.

Accountable to: League1 BC General Manager

Internal relationships: Relates directly with the entire staff of BC Soccer.

External relationships: Member Organizations, Affiliated Clubs; External Contractors, Canadian Soccer Association; provincial multi-sport organizations; overall participants in soccer.

Specific Responsibilities:

- Arrive 60 minutes prior to kickoff of first match for League1 BC doubleheaders.
- Check-in with Home Team Match Day Liaison and the appointed Match Officials
- Confirm field conditions and weather assessment per League1 BC Operations Manual is completed.
- Confirm L1BC branding is in appropriate locations at venue.
- Confirm *Match Day Countdown* is displayed in required positions at venue and substitution slips are provided by Home Team
- Confirm home team filming equipment is properly placed as per League1 BC Operations Manual
- Confirm team uniforms align with confirmed kit in COMET
- Confirm starting line-up in COMET with Teams and Match Officials
- Confirm timing and execution of match day countdown has been done in accordance with League1 BC Operations Manual



British Columbia Soccer Association

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Website: www.bcsoccer.net

- Take part in the pre-match discussion with the appointed Match Officials
- Act as the liaison between L1BC General Manager and BC Soccer Referee Dept Management and Referees
- Half-time check-in with Match Officials and Coaches
- Complete "Match Official Coaching Report" during match, if applicable
- Provide a 10-minute brief feedback after reporting and paperwork has been completed regarding the general performance of the match.
- Act as liaison with Coaches and Staff to address questions or any areas of concerns, if necessary
- Verify match information (e.g. goal scorers, time of goals, assists, substitutions, discipline) with Team Officials
- Complete checklist of *L1BC Match Day Standards* and submit to L1BC General Manager within 24 hours of the conclusion of the match.
- Submit the "Referee Coaching Report" to the BC Soccer Referee Provincial Program Lead within 24 hours of the conclusion of the match.
- Complete "*Commissioner Report*" and identify any issues regarding match proceedings, within 24 hours of the conclusion of the match.

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

General

- Open minded and self-motivated
- Exceptional organization and time management skills
- Willingness to take initiative and always looks to improve
- Ability to multi-task and remain calm under pressure
- 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, Leagues, etc.)
- Willing to submit to CPIC (Criminal Records) clearance
- Proficient in post-match report with excellent writing skills
- Background in Match Officiating
- Event management experience, competitions specific would be an asset
- Fluency in English
- Able to work evening and weekends.

Compensation: \$200 per match day

Application

Interested applicants should submit their resume, cover letter to BC Soccer to the attention of Sian Bagshawe League1 BC General Manager at league1bc@bcsoccer.net (email subject: League1 BC Match Commissioner). Applications will be received until the roles are filled.

BC Soccer thanks all applicants however ONLY those selected will be contacted.