



# REFEREE/DISCIPLINE SUMMER ASSISTANT

<b>POSITION TITLE:</b>	Referee/Discipline Summer Assistant
<b>POSITION TERM:</b>	Full Time Summer Position (14 to 16 weeks) starting between April 28 and May 6, 2024.
<b>LOCATION:</b>	Calgary, Alberta, Canada
<b>REPORTS TO:</b>	U13+ League Coordinator
<b>REMUNERATION:</b>	\$20.00 Per Hour

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## 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 31 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 Referee / Discipline Summer Assistant supports the Referee and Discipline Coordinator with the discipline process and the CMSA Referee Mentorship Program during the summer to ensure Calgary referees are supported and developing. This position will report to the U13+ League Coordinator and will be responsible for supporting the organizing, administering, evaluating, and reporting of the CMSA Referee Mentorship Program.

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## KEY RESPONSIBILITIES

### Discipline Administration and Support

- Document and track cards/suspensions.
- Track Field Marshall no-shows and contact teams with default notices.
- Issue discipline letters.
- If requested, assist the Referee and Discipline Coordinator to coordinate and/or attend Discipline Hearings
- Monitor and document incident reports on the CMSA website and formal complaints; determine the course of action and respond appropriately and professionally.
- At the direction of the Referee and Discipline Coordinator or the League Coordinator, represent the Discipline Committee to rule and notify players, coaches, and spectators of ejection reports and hearing results.

### CMSA Referee Representation

- Respond to queries and requests in a timely and accurate manner, maintaining a positive image of CMSA.
- Create and distribute information that is accurate and meets deadlines.

### Referee Administration and Support

- Game sheet processing for referee payments.
- Verify referee payments through our assigning software.
- Assist the Referee and Discipline Coordinator with ensuring that referee assignments are filled for U10-U12.
- Keep accurate records on referee development with the assistance of the Referee and Discipline Coordinator and the League Coordinator.

### CMSA Referee Mentorship Support

Support the Referee and Discipline Coordinator with the administration of the CMSA Referee Mentorship Program to:

- Assist with the delivery of the mentorship program to educate, improve, and inspire the CMSA referee mentors.
- Uphold the highest standards of professionalism and embody the CMSA Mission, Vision and Values.

### CMSA Referee Recruitment and Retention

Assist the Referee and Discipline Coordinator with referee recruitment and retention:

- Review referee evaluations and follow-up where necessary.
  - Assist with the delivery of referee recruitment campaigns and retention strategies.
  - Help administer the CMSA Teal Shirt Campaign
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## EDUCATION, EXPERIENCE, AND QUALIFICATIONS

- Minimum 1 year of administrative/front office experience.
- Preference will be given to those 16 years of age or older with a **valid driver's license**.
- A love of soccer and an understanding of CMSA programs and the soccer structure in Alberta and Canada would be considered an asset.
- Strong candidates would have completed the Entry Level Referee Course and have experience as a soccer referee.
- **Customer service** experience and confidence in dealing with parents, coaches, referees, players, and club technical staff in a professional manner.
- High level of proficiency with Microsoft Office applications, especially Excel, Outlook, PowerPoint, Planner, and Word.

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## SKILLS & REQUIREMENTS

- Must be between the ages of 15 and 30.
  - Must be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act [S.C. 2001, c.27]\*, and is legally entitled to work according to the relevant provincial / territorial legislation and regulations. International students or people with a work visa are not eligible.
  - Must live in Alberta in order to attend an in-person interview in Calgary.
  - The ability to lift/carry equipment up to 50 lbs. and assist with equipment setup is essential.
  - Demonstrated ability to think critically and make sound decisions.
  - Ability to influence and gain support from others through strong presentation and communication skills.
  - Approachable, adaptable, resourceful, and detail oriented.
  - Ability to follow direction.
  - Able to creatively solve problems on the fly.
  - Comfortable as part of a team but also confident to work independently.
  - Organized and able to multi-task.
  - Strong conflict resolution skills.
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## APPLICATION PROCESS

If you are interested in working with CMSA as the CMSA Referee and Discipline Summer Assistant, please email your **RESUMÉ AND COVER LETTER** telling us why you would be an amazing addition to our team to [Careers@CalgaryMinorSoccer.com](mailto:Careers@CalgaryMinorSoccer.com) with the subject line **REFEREE/DISCIPLINE SUMMER ASSISTANT**.

CMSA thanks all applicants for their interest in this job posting, however only those selected for an interview will be contacted. Interviews will be scheduled as quickly as possible based around all parties' availability. The expected start date will be between April 28 and May 6 and will be full time for approximately 14 to 16 weeks. **This position may be eligible for ongoing part-time evening and weekend work throughout the year.**

*This position will be partially funded by a Canada Summer Jobs (CSJ) grant. In order to qualify for the subsidy, the successful applicant must be between the ages of 15 and 30 at the start of employment. They must be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act [S.C. 2001, c.27]\*, and is legally entitled to work according to the relevant provincial / territorial legislation and regulations. International students are not eligible.*

*CMSA is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of race, religion, colour, national origin, gender, gender identity or expression, sexual orientation, genetics, or disability.*

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## 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 successful candidate. The incumbent may be asked to perform other duties as assigned, and effectively manage their time to achieve the desired results. Some evening and weekend work may 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.

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