



Niagara Falls Soccer Club

Head Match Official

JOB SUMMARY and PURPOSE:

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 Ontario Soccer and NSA DRC in all matters related to the Club's Match Officials
- Provide a leadership role within the Niagara District Match Official community
- Develop an annual action plan for referee instruction, development, recruitment, fitness testing, mentoring and retention.
- Assist in the development of the Technical Development Plan and Strategic Plan with submission of reports to the Technical, as necessary.
- Maintain appropriate records including a current list of referees and contact information.
- Ensure NFSC Database is Ontario Soccer compliant complete with Grading requirements.
- Ensure referees are fully informed of dress code, and proper administration of game sheets.
- Ensure adherence of all Match Officials to Ontario Soccer/Canada Soccer policies and procedures, and code of conduct, and any Club policies and procedures.
- Identification of Referee candidates for Regional and Provincial upgrade programs
- Assessor training under Ontario Soccer guidelines as required.
- Report any referee who breaches any of the policies and procedures of the Ontario Soccer and/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 the Ontario Soccer operates
- Attend Festivals and Games held at NFSC and monitor Referee performance.
- Establish regular meeting schedule for referees. Includes Fall, Winter and summer orientation sessions.
- Organize education sessions for referees focused upon specific development needs.
- Coordinate the delivery of entry level and small sided referee courses as needed.
- Implementation of Ontario Soccer LTOD and identify and designate potential mentors.



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- In conjunction with Technical implementation and management of Game Leader Program
 - Support communication plan to address any clinic information, and/or education sessions, meetings and pertinent information sharing.
- Attend education sessions to ensure required qualifications remain current.
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- Act as a liaison on referee and discipline matters with parents, coaches, managers as needed.
- Attend meetings as required.
- Make recommendations to 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
- Knowledge and experience working with Microsoft office, Sports Engine and Ref Centre
- Flexible working hours (non-traditional)

Interested candidates should send their resume and cover letter to nfscoffice@gmail.com

Successful applicants will be contacted for an interview. This position will stay open until filled.