



MILTON YOUTH SOCCER CLUB

Development | Community | Passion | Respect

Referee Development Manager

Start: Position is immediately open

Salary: Commensurate with experience

Position Overview:

Under the direction of the Director of Soccer Operations, the Referee Development Manager will be responsible for the management of all matters directly relating to referees including but not restricted to education, development, recruitment, retention, and assignments within the Club. The Referee Development Manager is responsible for overseeing the development and management of the referee program at Milton Youth Soccer Club. This role includes onboarding, recruiting, training, evaluating, and supporting referees to ensure a high standard of officiating is maintained for all games (recreational or competitive) within the club.

Key Responsibilities:

Recruitment and Onboarding:

- Develop an onboarding process that is to be developed, adopted and adhered to for any new official to our refereeing program at MYSC.
- Develop a strategy for the kick-off for both the indoor and outdoor referee programs where all the officials are brought together to review any standards and to understand they are part of a big team.
- Develop and implement a recruitment strategy to attract new referees to the club.
- Coordinate orientation and training sessions for new referees to familiarize them with club policies, rules, and expectations.
- Recruitment of New Officials on an annual basis in concert with Milton Youth Soccer Club Marketing Team.
- ***The goal is to increase recruitment by 20% annually.***

Training and Development:

- Design and deliver training programs for referees to improve their knowledge, skills, and understanding of the game.
- Organize regular workshops and seminars focusing on referee development, rule updates, and best practices.
- Organize and instruct education sessions for referees focused on specific development needs.



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- Coordinate the delivery of entry-level and small-sided referee courses as needed based on OS & CSA requirements as of 2024.
- Development of the 'Laws of the Game' education program in cooperation with the Director of Soccer Operations and House League Coordinator.
- ***The goal is to develop 5 officials who can officiate at the OPDL Level by 2025***
- ***The goal is to develop 3 officials on track to officiate at League 1 Reserve by 2026***
- ***The goal is to develop 1 official to officiate in the Ontario Cup Final by 2026***
- ***The goal is to develop 1 official to move into the CSA Next Gen Referee Program by 2027***

Mentorship and Support:

- Provide ongoing mentorship and support to referees to enhance their confidence and performance on the field.
- ***The goal is to reduce the 50% loss of individuals after year 1 to 25%.***

Scheduling and Assignments:

- Collaborate with the scheduling coordinator to ensure efficient and fair assignment of referees for league matches, tournaments, and events.
- Address any scheduling conflicts or concerns and provide solutions to ensure adequate coverage.
- Assignment of Grade-appropriate PHDL officials for registered Festival/PHSA program days.
- ***The goal is to ensure every young referee is provided the opportunity to referee weekly and document when they refuse or cannot monthly.***

Communication and Education:

- Foster effective communication between referees, coaches, players, and club officials to maintain a positive and respectful playing environment.
- Educate stakeholders on the importance of fair play, sportsmanship, and the role of referees in the game.
- Establish a regular meeting schedule for referees. Includes Fall, Winter and Summer orientation sessions.
- Prepare a communication plan to address any clinic information, and/or education sessions, meetings, and pertinent information sharing.
- Act as a liaison on referee matters with parents, coaches, and managers as needed.





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- ***The goal is to have one monthly meeting online in 2024 through teams to maintain a connection with the entire team and provide the necessary information.***
- ***The goal is to have a pre-season schedule for on-field training schedule in preparation for the outdoor season.***

Compliance and Regulations:

- Ensure compliance with all applicable rules, regulations, and guidelines set forth by relevant soccer governing bodies.
- Monitor and enforce referee code of conduct and disciplinary actions as necessary.
- Ensure adherence of all referees to OSA/CSA policies and procedures, and code of conduct, along with any Club policies and procedures.
- Attend education sessions to ensure required qualifications remain current.
- Report any referee who fails to attend game appointments, or breaches any of the policies and procedures of the OSA and/or Club to the District or DRC whichever is the appropriate process in the district.
- Oversee the Discipline process as it applies to all leagues in which the MYSC operates.
- Act as Discipline chair/panel member as required.

Data Management and Reporting:

- Maintain accurate records of referee certifications, assignments, evaluations, and training activities.
 - This must be available in the office and updated monthly.
- Generate periodic reports on referee performance, attendance, and program effectiveness for club management.
- Submit bi-annual reports to the Director of Soccer Operations.
- Monthly reports (1st Friday of the month) to the Director of Soccer Operations are to include:
 - Registration number of Referees
 - New Game Leaders
 - New Youth Referees
 - New Mentors
 - Access to the full database of the referees with up-to-date licenses
 - Assigning Issues Ex. 12/100 games were not covered.
 - Any Discipline issues:
 - Any issues with repeat offenders refusing games.



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- Any issues with referees not wearing their equipment appropriately.
- Any issues from the referee performance reports submitted by coaches.
- Any issues with referees not submitting game sheets.

Website Management and Marketing:

- Referee website management in concert with Marketing. Provision of interactive programming and materials.

Leadership and Program Development:

- Promote the common good of the sport of soccer and the Milton Youth Soccer Club.
- Provide a leadership role with the referees within and outside of the Club.
- Develop an annual action plan for referee instruction, development, recruitment, fitness training/testing, mentoring and retention.
- Development and implementation of a new Mentoring Program reflective of the current needs of MYSC.
- Day to Day communication with MYSC Officials. Develop them as people first.
 - Be available for them for support during difficult situations they meet.
- Maintain appropriate records including a current list of referees and contact information. Ensure MYSC Database is compliant and complete with Grading requirements with Ontario Soccer.
- Oversee the assignment of all games directly associated with the Club (both Adult (when developed) and Youth), ensuring proper coverage for all games, including appropriate age, classification and experience level of referee consistent with the level of the game. This includes both indoor and outdoor programs for youth/adults(when applicable).
- Daily/weekly review of game schedules with a view to monitoring assignment practices.
- Identification of Referee candidates for Regional and Provincial upgrade programs.
- Assessor training under OS guidelines as required to continue to build a quality staff.
- Attend Festivals and Tournaments held at the MYSC and monitor Referee performance.
- Act as a liaison with the District Referee Coordinator to remain current on referee matters.
- Implementation of the OS Referee program. Identify and designate potential staff.





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- Act as a liaison with DRC, local assignors, district clubs and leagues to determine their referee requirements, and provide opportunities for appropriate referees within the Club.

Process for Finances for Referee Program

- Oversee payment of officials using a tracking spreadsheet per month for accuracy and the development of future budgets, ensuring all paperwork is confirmed and validated for proper compensation. Management of Computer-driven payroll program.
- Referee game sheets are to be submitted monthly to you for verification and approval.
 - Referees are not permitted to hold onto months of games and then submit them. Prevents us from maintaining our actual budgets for future forecasting.
- Referees pay reports, to be submitted on the last Monday of the month to you to verify and create a report using a tracker spreadsheet to be paid.
- The payroll department will advise you on the referee cheques being ready for you to notify them for pick up.
 - A list of the referee database is to be made available for a distribution list which can make things more efficient for the office.
 - The list is to be monitored and updated monthly.
- As Referee Development Manager, an annual budget for the referee program will need to be created (June) to be submitted to the Director of Soccer Operations for approval by the Board of Directors.

The position will remain open until a candidate is appointed.

Please send your resume to Director of Soccer Operations David Benning at davidbenning@miltonmagic.com

