

## EMPLOYMENT OPPORTUNITY

### Beach Referees Assignor

**Posting Date:** January 14, 2019

**Closing Date:** February 3, 2019

**Start Date:** May 1, 2019

**Reports to:** Manager of Beach Programs and Beach Referees Chair

### Ontario Volleyball Association

The Ontario Volleyball Association (OVA) is a non-profit member-based provincial sports organization where dedicated volunteers and professional staff provide leadership in the growth and development of indoor and beach volleyball for all Ontarians.

It is our vision to be recognized as a leading sport organization in Canada. To that end, the OVA works with its partners to support athletes through excellent customer service and by offering inclusive programming on a foundation of physical literacy for all ages and abilities. The OVA will provide athletes with quality opportunities for meaningful competition and will support coaches and referees with professional development opportunities.

### Job Summary

Under the direction of the Manager of the Beach Programs and the Beach Referees Chair (BRC), the Beach Referees Assignor will perform a dual role. The first is to assign referees to various OVA Beach Tour & Satellite tournaments throughout the province based on needs as well as suitability of referees. Secondly, the Beach Assignor must work closely with the BRC and various senior referees to determine which referees are developing and therefore looking for more challenging assignments.

The person holding this position must be an OVA member in good standing, a good communicator and meticulous record keeper. They must maintain an accurate record of all events worked as well as specific duties at those events so the referees are paid correctly and on a timely basis. The Assignor must also be able to use or learn to use Arbiter Sports online assigning system as they must submit a record of work along with all corresponding requests for payments using Arbiter software.

### Key Roles and Responsibilities

Under the supervision of the Manager of Beach Programs and the Beach Referees Chair (BRC), the incumbent will be responsible for the following:

- Assign qualified Beach referees to the various OVA Beach Tour venues.

- Assign qualified Beach referees to the various Satellite Beach Tournaments throughout the province.
- Maintain accurate records of every Beach referee's work schedule, kilometers travelled which are eligible for reimbursement and accommodation as per OVA policy and to be entered into Arbiter online assigning system.
- Create and maintain easy and open lines of communication with all Beach Referees.
- Assign referees through Arbiter online assigning software.
- Respond in a timely manner to all internal/external emails and phone calls with respect to referees' assignments.
- Responsible for working closely with OVA Beach Program & BRC staff to ensure optimum coverage of referees for all OVA sanctioned tournaments.
- Act as an Ambassador for the OVA.
- Discuss all requests from out of province referees who wish to come to Ontario to referee at any OVA sanctioned tournaments with the BRC and/or Beach Manager before offering any assignments to out of province referees.

### Compensation

Beach referee assignor will receive 5% of all assigned match fees.

The incumbent must also demonstrate the following personal attributes that reflect the OVA's Organizational Values:

**Accountable:** by acting in a fiscally responsible and transparent manner with OVA funds, governance and operations promoting practices that contribute to safe sporting environments.

**Excellence:** by designing and delivering the best possible programs and services for all OVA stakeholders.

**Collaborative:** by respectfully working in partnership with key stakeholders locally, provincially and nationally including government funding partners, clubs, national organizations, para organizations, volunteers, athletes, families, coaches, administrators, referees, service providers, sponsors through ongoing feedback and input from stakeholders.

**Intentional:** by developing programs that are based on clear strategic objectives in order to achieve high quality meaningful and relevant desired outcomes.

**Sustainable:** by building organizational capacity, partnerships, innovative funding, sharing and economizing of resources to achieve the strategic objectives and sport mandate.

**Integrity & Respect:** by interacting with all our stakeholders by fostering trust in all our relationships as consistently demonstrated by our actions and promoting inclusivity for all Ontarians in a fair manner.



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**To apply:**

Requirements for applying:

- Cover letter
- Resume
- Reference Letters (2)

Please forward you cover letter, resume and two (2) professional letters of reference in confidence, via email, (include in subject line – Beach Referees Assignor), prior to Sunday, February 3rd at 10:00PM to Suzanne Wallace, Manager of Beach Programs, [swallace@ontariovolleyball.org](mailto:swallace@ontariovolleyball.org)

**The OVA is an equal opportunity employer.  
Only potential candidates will be contacted for an interview.**