

**APPLICATIONS ARE NOW OPEN FOR THE POSITION OF
REFEREE COORDINATOR FOR THE TILLSONBURG MINOR SOCCER CLUB**

**THIS IS A ONE (1) YEAR TERM POSITION FROM MARCH 1, 2025 to
DECEMBER 31, 2025 WITH AN ANNUAL HONORARIUM OF \$1,600**

**PLEASE EMAIL A LETTER TO US INDICATING WHY YOU ARE QUALIFIED FOR
THIS ROLE; BY FEBRUARY 16, 2025 TO info@tillsonburgsoccer.ca**

JOB DESCRIPTION & RESPONSIBILITIES

The Referee Coordinator will act as a Match Official liaison and a Referee assignor for the Tillsonburg Minor Soccer Club. They will also manage all Club Match Officials. They agree to provide the following services:

- Promote the common good of soccer and the Tillsonburg Minor Soccer Club
- Agree to adhere to all published League rules
- Act as a liaison on referee matters with parents, coaches, managers as needed.
- Recruit and provide a leadership to all Club's Referees
- Evaluate and Assess Referees
- Provide instructional information to all registered Referees
- Promote, mentor and foster the growth of Referee development
- Coordinate Referees for the indoor and outdoor Club season games, related to House League, Competitive, Adult Recreation and Club managed tournaments
- Ensure the fair and equitable appointments of Referees
- Investigate any issues raised by Referees and/or the Club, and where necessary bring these issues before the Club Discipline Committee
- Develop an annual work plan for referee instruction, development, recruitment and retention
- Maintain appropriate records including a current list of referees and contact information.
- Oversee assignment of all games directly associated with the Club, ensuring proper coverage for all games, including appropriate age, classification and experience level of referee consistent with the level of the game.
- Oversee the payment of officials, ensuring all paperwork is confirmed and validated for proper compensation
- Ensure referees are fully informed of dress code, and proper administration of game sheets.
- Ensure adherence of all referees to OSA policies and procedures, and code of conduct, and any Club policies and procedures.
- Report any referee who fails to attend game appointments, or breaches any of the policies and procedures of the OS to the Club and/or EMSA as required.
- Oversee the acquisition, storage and inventory of uniforms and equipment for referees
- Establish regular meeting schedule for referees
- Coordinate the delivery of referee clinics and courses to ensure the Club's Referee's are trained and mentor
- Attend education sessions to ensure required qualifications remain current.
- Attend meetings as required.
- Make recommendations for game fees annually.
- Submit an annual report to the Club Board of Directors.
- Ensure content pertaining to referee matters are kept up to date on the Club's website
- Other duties as required and agreed to by both parties

This position reports to the President or designate and must meet the following requirements:

- Ontario Soccer Referee Certification
- Minimum 3 years' experience as a referee
- Strong organizational and time management skills
- Available to work flexible hours, including weekends and evenings
- Outgoing personality with strong customer service and communications skills
- Act in a reliable and a professional manner
- Punctual for all team events including meetings, training sessions and games
- Team player
- Strong computer skills that include knowledge of Ref Centre, PowerUp, SportsEngine, Microsoft Excel, Word, Outlook

HONORARIUM

An Honorarium of \$1,600 will be paid to the Referee Coordinator.

Payment will be made to the Referee Coordinator in two installments, one in April 2025 and one in July 2025.