



Ottawa TFC *

2075 Trim Road, Orleans Ontario, K4A 3R2
Tel: 613-573-7627 www.ottawatfc.com



POSITION: Club Head Referee

REPORTING TO: General Manager

COMMITMENT: part time; 8-10 hours weekly, with fluctuations during the season. The position requires both on-field work (evenings and weekends) as well as administration.

POSITION SUMMARY:

Ottawa TFC is a provincially and national respected soccer club providing programs for over 2500 players primarily in central and east Ottawa. The club is a national level club licence holder, competes in the OPDL, and provides high quality programming for all ages and levels of soccer from introductory and recreational programming, to high performance. The club is dedicated to integrating personal and leadership development into all programming, and views sport as a means of developing stronger people as well as stronger athletes.

The Club Head Referee is responsible for the administration of the day-to-day referee activities required to operate Ottawa TFC. In doing so, the Club Head Referee will liaise with the General Manager to ensure that efforts are consistent with and in support of the overall functions of the club.

POSITION KEY DUTIES

The Club Head Referee will apply the policies and procedures of Ottawa TFC, FIFA, Ontario Soccer (OS), and the Eastern Ontario District Soccer Association (EODSA) in planning, implementing and maintaining the club's referee program.

The Club Head Referee shall also be responsible for the following:

1. Recruitment of new referees;
2. Retention of experienced referees;
3. Reward systems to encourage referees;
 - a. Review competencies of existing referees and identify candidates qualified to take their Class 3 (and up) exams.
4. Training of Referees:
 - a. Organizing on-going training opportunities and assist OS Instructor with entry level, Class 3 and/or Class 4 courses when held locally;
 - b. Organizing mentor programs.
5. Assisting with the overall development and improvement of refereeing at Ottawa TFC.
 - a. This will include the development and implementation of a systematic referee academy with both "soccer 4 life" streams as well as a "talented pathway" for aspiring referees to reach the national level.
 - b. The academy in Point 6a. will be approved and commenced within the first 12 months of appointment.

Other Duties

1. Attend Ottawa TFC staff and Board meetings when requested.
2. Prepare an annual report for inclusion in the Club's Report for the Annual General Meeting.
 - o This will include an accurate inventory of the club's referee equipment (uniforms, flag sets, whistles, etc.)



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3. While the scheduling of referees is conducted by a separate position (Referee Assigner) the Head Referee will work in conjunction with the Referee Assigner to ensure the posted games are properly manned and any officiating positions not assigned by game date are properly filled.
4. Assist the General Manager with the preparation and administration of the Referee budget.
5. Attend Regional Head Referee meetings at the EODSA as required.
6. Any other duties related to the position but not specifically outlined above.

Experience/QUALIFICATION requirements

1. Minimum Class 5 referee OS Certification and all required Ontario and Canada Soccer accreditations for refereeing/coaching in Ontario (Courses like: Respect in Sport, Making Ethical Decisions, Soccer 4 Life)
2. 5 years' experience in officiating at a competitive level.
3. Previous experience as a Head Referee preferred but not required.
4. Experience or training as a coach preferred.
5. Playing experience preferred.
6. Post secondary degree or continuing education preferred
7. Able to make all Club, League and District deadlines throughout the year.
 - a. Able to work evenings and weekends as required.
8. An understanding of Ontario Soccer, EODSA and how Ottawa TFC fits in as well as the leagues Ottawa TFC operates and participates in including the ERSL, OCSL, EODSA, and OPDL.
9. Training and experience in planning, implementing and evaluating programs.
10. Effective communication and interpersonal skills, especially with young adults and teenagers.
11. Organizational, presentation and conflict resolution skills
12. Computer literacy – knowledge of referee assigning tools and office tools (MSOffice, Google Docs, etc)

APPLICATION:

To apply for this position please send a resume and cover letter to:
Jordan Lundin, Executive Assistant: Jlundin@ottawatfc.com

The club will only consider applicants with valid authorization to work in Canada.

We thank all applicants for their interest, but only those selected for an interview will be contacted.