Ottawa TFC

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

January 2021

POSITION: Referee Assigner

REPORTING TO: Club Head Referee

COMMITMENT: Part-time. 6-10 hours weekly with fluctuations across the seasons.

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 Referee Assigner is responsible for assigning qualified referees for all leagues, games and tournaments for which the club needs referees. The referee assigner works along side the Club Head Referee to ensure that referee assignments are in line with the club's overall requirements and plans.

POSITION KEY DUTIES

- Facilitating the entry of games into the corresponding league databases. This includes:
  - Maintaining and updating theses as required (accounting for schedule changes, etc)
  - Assigning game officials to scheduled games as required by each league.
  - Last minute changes to referee assignments are handled by the referee assigner.
- Maintaining an accurate record of attendance for all referees working for Ottawa TFC.
  - This list will be provided to the GM on a monthly (or "per season") basis for processing of referee payments owed by the club.

Experience/QUALIFICATION requirements

1. Excellent organization and administrative skills required.
2. Must have working knowledge or ability to quickly learn databases used by leagues. While these can change over time currently these include:
   a. E2E – Ref Centre
   b. PowerUp Sports – referee assignor
3. Must have good skills with word processing, spreadsheets and email.
4. Refereeing experience preferred.
5. While not mandatory, good knowledge of available referees in the area is beneficial.
6. Able to make all Club, League and District deadlines throughout the year.
   a. Able to take calls or emails during evenings and weekends when assigned referees are expected to work.
7. Must have a good working knowledge of Ontario Soccer, EODSA, and Ottawa TFC referee requirements.

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.