



SPORT ADMINISTRATOR - DISCIPLINE JOB PROFILE

POSITION TITLE: Sport Administrator - Discipline

POSITION TERM: Part-Time, Permanent

LOCATION: Calgary, Alberta, Canada

REPORTS TO: League Coordinator (Discipline)

ABOUT US

The Calgary Minor Soccer Association (CMSA) is a non-profit organization responsible for governing and organizing leagues, tournaments, and festivals, to grow minor soccer in Calgary. Representing 31 Member Clubs, CMSA is the largest sport organization in Calgary, providing year-round activity for over 1,600 youth teams and approximately 30,000 players in a fun, safe, and inclusive environment.

MISSION

Dedicated to leading our member organizations to develop, organize, and promote opportunities which allow all participants to achieve their full potential in a safe, meaningful, and inclusive environment.

VISION

Elevating and uniting our community through soccer.

POSITION SUMMARY

The Calgary Minor Soccer Association is seeking an organized and experienced Discipline Administrator to oversee and manage all aspects of the Association's discipline processes. The ideal candidate will have a strong understanding of discipline structures within sport organizations in Alberta and be motivated to uphold fair, consistent, and transparent standards across all levels of play. This important role will directly support a safe, respectful, and positive soccer environment for our 30,000+ players, coaches, officials, and volunteers. The Discipline Administrator will be a proactive, detail-oriented individual who is comfortable making informed decisions, managing sensitive information, and taking on new challenges.

This role will support our League Operations, reporting directly to our League Coordinator. This position is a part-time, permanent role, working 24-32 hours per week, which will at times include evenings and weekends to accommodate committee meetings and hearings.



SPORT ADMINISTRATOR - DISCIPLINE JOB PROFILE

KEY RESPONSIBILITIES

DISCIPLINE

- Validate CMSA gamesheets in accordance with CMSA Procedures.
- Reporting to the League Coordinator, document and track all cards, suspensions, and discipline hearings on behalf of CMSA.
- Identify administrative infractions and apply discipline in accordance with the CMSA Rules & Regulations and/or Policies and Procedures.
- Issue Discipline Notices for Misconduct Reports in accordance with the CMSA Rules and Regulations and/or Policies and Procedures.
- Issue Hearing Notices and Outcomes in accordance with CMSA Rules and Regulations and/or Policies and Procedures on behalf of the CMSA Discipline Committee.
- Coordinate and attend Discipline Hearings.
- Train, oversee, and delegate to the Sport Administrators Team the processing of game sheets, as required.
- Validate and ensure payments for referees for CMSA leagues and competitions.

COMMITTEES

- Lead and act as the point of contact for CMSA's Discipline Committee and Appeals Committee
- Recruit and maintain a diverse membership of the Discipline Committee members.
- Develop and deliver an orientation and training module for the Discipline Committee.
- Recruit a Discipline Chair and Appeals Chair.

TEAM PARTICIPATION

- Work with the office staff to create a positive team culture.
 - Ensure cross training and support from designated Sport Administration team member(s).
 - During down time, support office staff during staff vacation and busy periods.
 - Attend scheduled staff meetings and provide communication for action items you have been tasked with and update progress on current and ongoing undertakings.
 - Attend and contribute to other CMSA events and competitions such as, but not limited to, World Cup watch parties, CMSA 50th Anniversary, Street Team, Provincial Championships, Season Finale Rally's, EmpowerHER, etc., if requested.
 - Attending other CMSA other meetings if requested.
-



SPORT ADMINISTRATOR - DISCIPLINE JOB PROFILE

EDUCATION, EXPERIENCE, AND QUALIFICATIONS

- Post-secondary education or equivalent relevant work experience.
- A passion for soccer and familiarity with CMSA programs, as well as the soccer and referee structures in Alberta and Canada, are considered strong assets.
- Approachable, diplomatic, reliable, and trustworthy in all interactions.
- Proven ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Able to work independently with minimal supervision.
- Experience working professionally with parents, coaches, referees, players, and technical staff.
- Strong conflict-resolution skills, including the ability to remain calm, objective, and solutions-focused in challenging situations.
- Demonstrated critical-thinking skills and the ability to make sound, informed decisions.
- Strong communication and presentation skills with the ability to influence and gain support from others.
- Ability to produce high-quality presentations, reports, and documents.
- Proficient in Microsoft Office, particularly Word, Excel, PowerPoint, and Outlook.

FINAL NOTE

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties which may be assigned from time to time.

At CMSA's expense, the successful candidate will be required to complete a cleared ePIC, including vulnerable sector search, and complete any staff training as a condition of employment.

APPLICATION AND INTERVIEW PROCESS

We offer a competitive salary and paid vacation time, comprehensive benefits, and annual professional development opportunities. Salary will be commensurate with experience and qualifications.

If you are interested in working with CMSA as the CMSA Referee and Discipline Coordinator, please email your **resume and cover letter** telling us why you would be an amazing addition to our team along with your **salary expectations** to Careers@CalgaryMinorSoccer.com **with the subject line SPORT ADMIN - DISCIPLINE**. All applications will be held in strict confidence.



SPORT ADMINISTRATOR - DISCIPLINE JOB PROFILE

Submission deadline is Friday, January 16th at 4:00 pm. We will begin in-person interviews the following week. The expected **start date will be February 3rd.**

CMSA thanks all applicants for their interest in this job posting, however only those selected for an interview will be contacted.

CMSA is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of race, religion, colour, national origin, gender, gender identity or expression, sexual orientation, genetics, or disability.
