



ALBERTA SOCCER ASSOCIATION
The Governing Body of Soccer in Alberta

11759 Groat Road
Edmonton, AB T5M 3K6



October 20, 2021

RE: Alberta Soccer Association Competitions Coordinator

Alberta Soccer is excited to recruit for the position of Competitions Coordinator. This position will be responsible for Indoor and Outdoor Provincial Competitions at various levels as well as support for Provincial League Competitions. Additional duties will support teams travelling to National and International Competitions and multisport games. This position will require strong interpersonal skills, ability to problem solve and work independently. The successful individual will require excellent communication skills both verbal and written.

The Job Description is found below.

This is a full time position and salary will be reflective of experience.

Closing Date for Applications - November 10, 2021

Resumes are to be emailed to Lisa Grant (lgrant@albertasoccer.com) with the subject line "Alberta Soccer Competitions Coordinator Application"

Any questions about the role can be submitted to Lisa Grant.

Sincerely,

Lisa Grant
Executive Director
lgrant@albertasoccer.com



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Position Charter/Job Description

Position Title – Competitions Coordinator

PURPOSE OF THIS POSITION

Responsible for the successful execution of all duties related to Competitions under the purview of the Alberta Soccer Association.

REPORTING RELATIONSHIP

The position of Competitions Coordinator reports directly to the Executive Director.

AUTHORITY

Within in such limits such as may be established by the Executive Director and within the normal operation procedures and policies of the Association, the Competitions Coordinator, using sound business judgment, is empowered with the stewardship and accountability for their area of responsibility.

ACTIVITIES/DUTIES

A. General Administration

1. Is responsible for the successful implementation and coordination of the Provincial Championships, both Indoors and Outdoors. Duties include:
 - Solicit & summarize hosting bids;
 - Allocate & advertise host locations
 - Assist the ASA Program Coordinator in the development of Provincial Competition Operating Manuals.
 - To assist in the training & to provide administrative support to ASA Competitions Committee members, Board members, staff, and other volunteers for on-site Rep duty;
 - Prepare and circulate schedules/accommodation information well in advance
 - Coordinate Provincial Competition Merchandise program
 - Produce Provincial Competition Results & Honour Roll.
2. Compile Provincial team declaration statistics.
3. Maintain all Provincial competition records for the Association.



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4. Maintain and update Competition Rules and Regulations.
5. Assist with promoting Provincial Competitions.
6. Regular and on-going liaison with Districts on competition matters.
7. Respond to competition related inquiries and correspondence.
8. Sanction Alberta Tournaments and maintain a current list of ASA sanctioned tournaments to post on the ASA website.
9. Sanction all national, US and international travel permits and maintain a record of all travelling teams.
10. Manage player releases for all players entering Alberta from other provinces/countries and confirm status of all players leaving Alberta as requested by other provinces/CSA
11. Provide administrative support to Alberta teams and Provincial Representatives traveling to National Club Championships.
12. Ensure all teams traveling to Nationals meet the registration rule and regulations of the CSA.
13. Assist in researching and integrating new technologies to improve ASA competitions.
14. Assist in distributing information to Board members and Association members as needed.
15. Perform additional assigned duties from time to time.
16. Oversee Special Guest Travel requests for individuals traveling out of province to soccer related activities.

B. Planning and Budgeting

1. Responsible for the preparation and quarterly monitoring of the annual and multi-year plans, as they relate to Competitions, for inclusion in the Association's annual planning process, in consultation with the Competitions Committee and in alignment with strategic goals set by the Board.
2. Working with the ASA Finance Manager, responsible for the preparation of the annual program budget, as it relates to Competitions, for inclusion in the Association's annual budgeting process.
3. Responsible for implementing and monitoring approved budget, income and expenditures, as they relate to Competition programs.
4. Responsible for the preparation of Competition reports and other correspondence as required on behalf of the Competitions Committee.
5. The Competitions Coordinator is responsible for Chairing the Alberta Soccer Competitions Committee.



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C. Alberta Major Soccer League (AMSL)

1. Coordinate discipline for the AMSL as per AMSL Operating Rule Guidelines.
2. Liaise with AMSL Commissioner and members.
3. Responsible for posting and tracking current league statistics and discipline.
4. Update and post all AMSL Rules and Regulations.
5. Responsible for the AMSL scheduling and circulation to all members.
6. Follow policies for rainouts and rescheduled games.
7. Coordinates all AMSL meetings and act as recording secretary.
8. Work with Executive Director & Communication Coordinator to strategize and activate promotion initiatives for the AMSL.
9. Maintain and update AMSL website.
10. In consultation with the Executive Director and Finance Manager prepare the annual budget for the AMSL.

D. Alberta Youth Soccer League (AYSL)

1. Monitor discipline for the AYSL as per AYSL Operating Rule Guidelines.
2. Liaise with AYSL Governance Committee and Technical Advisory Committee
3. Review for posting and tracking current league statistics and discipline.
4. Update and post all AYSL Rules and Regulations.
5. Work with AYSL Administrators on the AYSL scheduling.
6. Coordinates all AYSL meetings and act as recording secretary.
7. Work with Executive Director & Communication Coordinator to strategize and activate promotion initiatives for the AYSL.
8. Maintain and update AYSL website.
9. Assist the Executive Director and Finance Manager prepare the annual budget for the AYSL.

E. National / International Competitions / Multi-Sport Competitions

1. Assist in the implementation and hosting of any CSA National Club Championships, Alberta Summer Games, Alberta Winter Games, Alberta Masters Games, or any other soccer competition organized in Alberta
2. Manage the coordination of all travel arrangements with the CSA or other governing association as necessary
3. Liaise with the CSA or other governing association on Competition Rules



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4. Oversee the creation and distribution of all information packages to provinces/teams.
5. Lead the local organizing committee/district in hosting efficient and effective quality events.
6. Work closely with the ASA staff to secure and coordinate all sponsorship requirements.

F. Human Resources

1. Establish a positive, safe, healthy corporate/team environment that is conducive to high morale and satisfactory interaction between all employees.
2. Follow the performance planning and appraisal process.
3. Participate in ongoing personal training and/or performance improvement plans as required.

G. Reporting

1. Participate in staff meetings and informing staff and the Executive Director on productivity in your defined area of responsibility.
2. Monitor and report on activities and provide relevant management information to the Executive Director.
3. Submit complete and accurate reports, plans, expense reports, etc, as required.

Note: The Competitions Coordinator will be required to undertake tasks and activities up to their level of competence associated with any of the above processes.

KEY DELIVERABLES

- Meet and exceed duties outlined above.
- Sparring partner is the Executive Director and Director of Operations & Accounting.
- Comply with all ASA provided policies and procedures.
- Responsible use of association assets.

QUALIFICATIONS

A. Education

- a. Preference is given to individuals who possess a post-secondary diploma/degree in business/sport/recreation management.



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B. Knowledge, skills and abilities

- a. Knowledge of current provincial challenges and opportunities relating to the mission / vision of the association.
- b. Must demonstrate the ability to work with volunteers in a not for profit environment.
- c. Knowledge of event management
- d. Knowledge of human resources management.
- e. Knowledge of financial management.
- f. Knowledge of project management.
- g. Superior communication (written & verbal) skills are essential for this high profile position.
- h. Minimum 2 - 4 years administrative and management experience preferably in the sport association environment.
- i. Security Clearance required.
- j. Demonstrated ability to multi-task in a high paced environment.

C. Working Conditions

- a. The Competitions Coordinator usually works in an office environment, but the position will require travel throughout Alberta.
 - i. A valid Driver's License is required
- b. The Competitions Coordinator works a standard work week, but additionally will often work evening, weekends, and overtime hours to oversee Competitions.
- c. Hours of Work Averaging Agreement will be utilized to manage working hours, as agreed upon by the Executive Director.

D. Proficiency in the use of computers for:

- a. Microsoft Office
- b. E-mail
- c. Internet / Website Management