
PROGRAM COORDINATOR - DISCIPLINE
6 MONTH TERM POSITION - April 22 to November 15, 2024

Calgary United Soccer Association (CUSA) provides an unmatched adult soccer league experience to registered players, officials, and coaches. Our inclusive community brings individuals from all walks of life to the field to engage in competitive play and celebrate a shared passion for sport. The roots of diversity with CUSA extend far beyond our organization; soccer is the most celebrated game in the world. Drawing on our strong foundation and celebrated history, our mission is to grow the sport in Calgary and the Province of Alberta. through inclusion, innovation, and opportunity. Together, for the Love of the Game. Visit cusa.ab.ca to learn about CUSA, our purpose and our culture.

Working closely with a dynamic team of professionals, the Program Coordinator - Discipline will handle the day-to-day administration of the league discipline for the Association. This position will also be the league representative for the local referee management committee. The position does require attendance at regular evening meetings. This will be a term position from April 22 to November 15, 2024.

KEY RESPONSIBILITIES

CUSA League

- Manages all incoming discipline inquiries from the membership.
- Organizes League discipline. Assesses Misconduct Reports, applies Discipline Code. Coordinates the Discipline Hearings. Communicates decision to players and teams.
- Acts as a resource for the scheduled League Discipline and Referee Committee Meetings.
- Coordinate the recruitment and assignment of volunteer Discipline Committee members.
- Maintain orderly files and records covering all aspects of the league discipline. Update player and team registry with changes in status relating to discipline and eligibility. Ensures all conditions of discipline related sanctions are complied with.
- Ensure all discipline related financial transactions are invoiced and recorded as required, including bond status reports to the Board as required.

Referee Development / Management

- Working with the 2 other local soccer associations coordinate the successful delivery of local referee program, courses, and refreshers. Communicates with the league Referee Committee and the Referee Scheduler on related performance, mentorship, misconduct concerns and evaluations.
- Lead the review of league and local referee regulations and Discipline Code.

Strategy development and implementation

- Work with the CUSA Staff Members and Competition Committee to implement and create changes to the CUSA league discipline and referee schedules / assignment, as needed.
- With CUSA staff lead a debrief at the end of every season and determine areas for quality improvement.
- Participate in developing long term plans for CUSA success.
- Communicate challenges with the league to the CUSA staff.
- Build strong relationships with key stakeholders.
- Monitor and report key statistics for the league on a seasonal basis.

Team Leadership and Support

- Create a positive team culture.
- Participates in cross training to provide support for the other CUSA staff members.
- Contribute to the efficient and effective operation of the office, including providing vacation relief coverage as required.
 - Manage inquiries from the membership. Taking authorized action and using initiative and sound judgment to help ensure matters requiring immediate attention are dealt with or delegated appropriately, with membership and governing bodies as it relates to league programs and player registration.
 - Assist with the entry of game sheet details, includes the collection, editing and distribution of all player statistics, league standings and Arbiter updates.
 - Ensure that all daily financial transactions are receipted and any fee, fine and bond payments are recorded in RAMP software as required.
- Additional duties as may be assigned from time to time.

Skills and Qualifications

- Proficiency with conflict resolution, relationship building and possess a high stress tolerance.
- Strong communicator with excellent written and verbal communication skills.
- Ability to exercise sound judgement and discretion in handling confidential information.
- Strong attention to detail, organization and time-management skills and the ability to stay on task in a fast-paced environment with the ability to take immediate, effective action in high pressure situations.
- Independent thinker, problem solver with flexibility and the ability complete multiple tasks with frequent interruptions.
- Excellent leadership, mentoring abilities, works well in a team environment, able to foster an inclusive and collaborative environment.
- Degree or diploma in Sport Administration, Recreation or related field, Minimum 2 years' experience within the sport delivery system.
- Experience in minute taking, arranging meetings, calendar management, collecting and circulating meeting materials and following up on action items.
- Strong computer skills with Microsoft Office Suite and/or other business-related software and the ability to learn new applications quickly.
- Passionate about sport and physical activity. Strong knowledge of the sport of soccer an asset.

Other Requirements

- Criminal Record Check
- Clear Reference Check
- Occasional weekend and evening hours

Please submit your resume and cover letter to the attention of Office Manager, Patti Newfield at patti@cusa.ab.ca by March 8, 2024. Thank you for your interest in the Calgary United Soccer Association, however, only those candidates considered for an interview will be contacted directly.

CUSA is an employment equity employer committed to the principles of employment equity and inclusion. We encourage all applicants to apply including women, Black, Indigenous, People of Colour (BIPOC), members of the LGBTQ+ community and people with disabilities. Accommodations for the job application process can be provided, as appropriate, upon request. All applicant information will be managed in accordance with the federal Personal Information Protection and Electronic Documents Act (PIPEDA).