



ALBERTA SOCCER ASSOCIATION
LEAD, GOVERN AND EVOLVE

8123 Roper Road NW
Edmonton, AB T6E 6S4



January 15 2025

RE: Alberta Soccer Association Competition Administrator

Alberta Soccer is excited to recruit for the position of Competition Administrator. The successful candidate will be responsible to support the Competition Lead and Referee Development Lead. This position is responsible to support ASA Provincials, ASA Leagues and Referee department.

The Job Description is found below.

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

Closing Date for Applications –when a suitable applicant is found

Resumes are to be emailed to Cicero Viana cviana@albertasoccer.com with the subject line “Alberta Soccer Competition Administrator”

Any questions about the role can be submitted to Cicero Viana as listed above.

Sincerely,

Lisa Grant
Executive Director
lgrant@albertasoccer.com



Position Charter / Job Description

Position Title: Competition Administrator

PURPOSE OF POSITION

- Work closely with the Competition Lead to successfully execute all duties related to ASA Provincial Leagues, Provincial and National Competitions, Tournaments and similar under the purview of the Alberta Soccer Association
- Work closely with the Referee Development Lead to successfully execute duties related to the Referee's Payment, Registration, and Educational Resources, and other needs identified by the Referee Development Lead.
- Work closely with the Financial Manager to ensure timely financial management of the Competition and Referee Department.

PRIMARY WORKING RELATIONSHIPS:

1. Reporting Relationship

- The position of Competition Administrator reports directly to the Manager of Operations.

2. Working Relationship - Professional

- ASA Office Staff

3. Working Relationship - Volunteer

- ASA Sanctioned District/League/Community Representatives
- District Referee Assistants
- ASA Provincial Registered Referees

AUTHORITY

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



ACTIVITIES/DUTIES

A. Competition

1. Is responsible for contributing to the execution of ASA Leagues, and ASA Championships, both Indoors and Outdoors. Duties include:
 - Assist in the review of Competition Rulebooks.
 - To provide administrative support to ASA Competitions Committee members, and other volunteers for on-site ASA representation at competitions.
 - Circulate schedules/accommodation information well in advance.
 - Monitor and follow up on the game sheets in the necessary systems related to each competition.
 - Monitor the games' uploads for streaming and guide teams on the procedures.
 - Coordinate Competition Merchandise program
 - Produce Competition Results & Honour Roll.
 - Assist with booking for facilities.
2. Compile team declaration statistics.
3. Recommend Competition Operating Rules to the Competition Lead.
4. Regular and ongoing liaison with Districts on Provincial competition matters.
5. Respond to competition-related inquiries and correspondence.
6. Assist in distributing information to Association members as needed.
7. Coordinate competition support materials - including medals, files, giveaways, etc.
8. Perform additional assigned duties from time to time.

B. National Competition

1. Assist in creating and distributing all information packages to provinces/teams.
2. Assist in providing Canada Soccer roster information.

C. ASA Provincial Leagues

1. Liaise with ASA League Members and Districts.
2. Assist with revisions of ASA League Operating Rules to ASA Executive Director.



3. Collaborate with the Manager of Operations, Competition Lead, Sporting Director, and Communication Lead to develop and implement promotional strategies for the ASA Provincial Leagues.
4. Responsible for contributing to and review of the Provincial League scheduling.

D. Planning and Budgeting

1. Assist with monitoring the approved budget, income, and expenditures related to Competition programs.
2. Assist with preparing reports and other correspondence as required on behalf of the Competition Lead and Referee Development Lead.

E. Referee Development Lead

To provide support to Referee Development for the ASA Referee Program.

1. Support Referee Development Lead as required.
2. Execute the Referee's Payment timely.
3. Assist on Development Courses with materials, shipping and registration.
4. Provide support on Referee Registration.

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 inform staff and the Executive Director about 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.



KEY DELIVERABLES

- Meet and exceed the duties outlined above.
- Comply with all ASA-provided policies and procedures.
- Responsible use of association assets.

QUALIFICATIONS

A. Education

- a. Post-secondary education is a strong asset.

B. Knowledge, skills and abilities

- a. Knowledge of financial management is a requirement.
- b. Superior communication skills are essential for this position.
- c. Have the ability to work with minimal supervision.
- d. Should demonstrate the ability to work with volunteers in a not-for-profit environment.
- e. Must be well organized with excellent time management skills.

A. Working Conditions

- a. The Competition Administrator will work primarily from ASA office.
- b. The Competition Administrator, on occasion, will be required to work evening and weekend hours.

PERSONAL CHARACTERISTICS

- Should understand the importance of developing excellent membership relationships, both internally and externally.
- Demonstrated professional and ethical behaviour.
- Customer service orientation.
- High level of accuracy.
- Willingness to adapt to last-minute changes.
- Should have the ability to think creatively and implement new ideas.



Proficiency in the use of computers for:

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