



ALBERTA SOCCER ASSOCIATION
The Governing Body of Soccer in Alberta

11759 Groat Road
Edmonton, AB T5M 3K6



October 27, 2022

RE: Alberta Soccer Association Office Administrator & Discipline Coordinator

Alberta Soccer is excited to recruit for the position of Office Administrator & Discipline Coordinator. The successful candidate will be responsible for the ASA Administrative support of the office and the Executive Director. The position requires the oversight of the ASA Discipline process and procedures. Therefore, knowledge of governance is an asset.

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 Lisa Grant (lgrant@albertasoccer.com) with the subject line “Alberta Soccer League Administrator 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

Title – OFFICE ADMINISTRATOR & DISCIPLINE COORDINATOR

PURPOSE OF THIS POSITION

1. Manage ASA Discipline
2. To support both the Referee and Competition programs,
3. To support key strategic initiatives, as assigned by the Executive Director.

REPORTING RELATIONSHIP

The position reports directly to the Executive Director (E.D.)

AUTHORITY

Within such limits as may be established by the E.D. and within the normal operating procedures and policies of the Association, the Office Administrator & Discipline Coordinator, using sound business judgment, is empowered with the stewardship and accountability for their area of responsibility.

ACTIVITIES/DUTIES

A. Office Support

a. Referee Support

- i. Provide course and registration assistance for referees.
- ii. Provide coverage for RDO when absent.
- iii. Perform other related duties, as required.

b. Competition Support

- i. Act as on-site ASA Representative or assist ASA Representative, as required which may include:
 1. Instructing competition volunteers for field marshal and/or merchandise sales duties,
 2. Statistics entry,
 3. Managing competition issues as they arise during event,
 4. Medal presentations.
- ii. Perform other related duties, as required by Competitions and Events Coordinator.
- iii. Player transfer and releases

c. Discipline Coordinator

- i. Manage all tasks related to incoming discipline including:



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1. Review and determine next steps for all submitted discipline complaints and misconduct reports with the support of the Executive Director and Manager of Referee as required.
 2. Create all required notifications and manage all required communications between complainants, accused, discipline panels, and relevant Districts
 3. Coordinate discipline hearings and notification of outcomes
 4. Complete tasks within the guidelines of the ASA Rules & Regulations on Discipline & Appeals
- d. Operations Support
- i. Office Administration
 1. Member Insurance support,
 - ii. Support of ASA committees, as required
 - iii. Assist Communications Coordinator with the compilation of ASA Annual Report, as required.
 - iv. Perform other related duties, as required
- e. Executive Director Support
- i. Assist in Development of Bylaws, Rules and Policies
 - ii. Communicate interpretation of Bylaws, Rules and Policies to Membership
 - iii. Assist with District Administrative Support
 - iv. Assist with Travel bookings
 - v. Liaison with Members and provide support
 - vi. Liaison with Staff
- B. Strategic Initiatives Support
- a. Participate in the development, coordination, and implementation of special strategic initiatives, as assigned by the Executive Director.
- C. Human Resources
- a. Contribute to a healthy corporate/team environment that is conducive to high morale and satisfactory interaction between all employees.
 - b. Prepare for and participate in performance appraisals as per Association Policy.
 - c. Participate in ongoing training and/or performance improvement plans, as required.
 - d. Liaise and attend meetings with other association functions necessary to perform duties and aid business and organizational development.

KEY DELIVERABLES

- Meet and exceed duties outlined above.
- Enhanced experience and support for program volunteers.
- Full and satisfactory contribution to association issues and adherence to all policies and procedures.
- Responsible use of corporate assets.