
Coordinator of Competitions

Terms of Employment: Fulltime
Reports to: Director of Soccer

BACKGROUND

The [Saskatchewan Soccer Association](#) (SSA) is one of the largest sport governing bodies in the province serving over 40,000 Indoor, Outdoor, Futsal, Beach, and Walking Soccer registrants across 60+ Member Organizations. SSA is a dynamic and growing organization that takes pride in delivering quality programs and services that encourage life-long participation in the world's most popular sport.

We are a Mission driven organization that values diversity, inclusivity, and integrity. We encourage applications from all applicants that are currently eligible to work in Canada.

PURPOSE OF POSITION

SSA is looking for a passionate individual who values innovation, collaboration, quality, and integrity to fulfill the role of Coordinator of Competitions (CoC). The CoC will lead the planning, delivery, and development of SSA Competitions while upholding the principles of Long-Term Player Development and goals of the Whole of Soccer Plan aligned to the SSA Strategic Plan.

KEY POSITIONAL RESPONSIBILITIES

SSA Competitions Planning and Delivery – SSA Provincial Competitions & Festivals

Develop and execute operational plan for consistent quality and execution of competitions.

Community Stream

6v6 Indoor Provincial Championships
S4L 11v11 Outdoor Youth Provincial Championships
Adult 7v7 Festival (Outdoor)
Special O Provincial Championship
Walking Soccer Provincials (Outdoor)

Competitive Stream

9v9 Indoor Provincial Championships
Futsal Provincial Championships
Provincial Soccer League (Outdoor)
SK Open Cup (Outdoor)
Masters Provincials (Outdoor)

- Annual Calendar of Competitions is communicated and maintained
- Budget development and reconciliation for provincial competitions
- Communications related to competitions
- Complete scheduling for provincial competitions
- Maintain and update competition rulebooks
- Update and maintain policies related to competitions
- Utilize the RAMP Registration for provincial competitions
- Monitor, maintain, and enforce deadlines and policy requirements
- Ensure event disciplinary processes are in place
- Coordinate with staff and volunteers to deliver competitions

Development of Innovative Game Formats

- Support the development and delivery of competitions and festivals in innovative Game Formats
 - o Walking Soccer
 - o Beach Soccer
 - o Smaller Game Formats (i.e.. 3v3 or 7v7)
 - o Soccer Tennis
 - o Skills Competitions during SSA events and/or competitions
 - o Rural Provincial Championship

Relationship Building

- Work closely with SSA Membership to confirm host communities
- Recruit, screen, and train volunteers to support event execution
- Nurture relationships, partnerships that support growth, accessibility, and sustainability of SSA Competitions and Events

Tournament and Festival Sanctioning

- for Member Organizations, aligned to Long Term Player Development and the Canada Soccer Grassroots Standards

Canada Soccer National/Regional Club Championships

- Provide leadership to support member participation in CSA National Club Championships
- Work with host organizing committees to successfully secure and deliver CSA National Club Championships in Saskatchewan

QUALIFICATIONS

- Experience in management of competitions and/or events
- Willing to build relationships with stakeholders using organizational, communication, conflict resolution and interpersonal skills
- Bachelor's degree in Sports Admin, or relevant work experience in related field
- Strong problem-solving skills
- Ability to work in a team environment in leadership, mentoring or support roles
- Able to travel and work flexible hours on a regular basis
- Ability to attend multiple competitions throughout the calendar year
- Highly developed computer skills including Microsoft Office 365 suite of programs and familiarity with online and social media platforms
- Familiarity with the organization of soccer in Saskatchewan and Canada.
- Reliable vehicle and valid driver's license
- Clean Police Record Check including Vulnerable Sector Verification

Applicants with a combination of experience and educational achievements may be considered if some or all the above qualifications cannot be met.



WWW.SASKSOCCER.COM

 **SASK LOTTERIES**

Applications

Apply by email including resume and cover letter to ea@sasksoccer.com.

Process

Details on salary and SSA's comprehensive benefits package and pension plan will be provided to those selected for an interview. Interviews will be scheduled as qualified applicants become available; this position will remain open until a qualified applicant is selected. Consideration will be give for applicants to work out of either our Saskatoon or Regina office.



WWW.SASKSOCCER.COM

 **SASK LOTTERIES**