

REFEREE SCHEDULER		
Term:	1-year with opportunity for renewal	Paid Position: \$1,000
Re-Election Year:	Annually assessed	Voting Director: No
OVERSEES:	Manages all matters related to the scheduling of games and referees	

Metro Minor Ball Hockey Association (“MMBHA”) is looking for an individual to create and manage this season’s referee schedule.

We are looking for someone who has or is looking to develop the following skills and experience.

Skills and Experience

Must Haves:

- Proficient technical skills including Microsoft Office (Word, Excel, Outlook), and registration systems/processes
- Strong organizational skills
- Strong computer knowledge; Excel, Microsoft Office, Internet
- Ability to problem solve, learn and deliver high quality results with minimal guidance

Nice to Have:

- Scheduling experience
- Negotiation and conflict resolution
- Previous volunteer experience with Metro Minor and/or any other sports association or related work

Description of Duties

- Create and manage the league’s referee schedule for all games
- Attend interlocking meetings with other lower mainland ball hockey associations, if required
- Determine referee scheduling needs based on arenas, times, number of teams and the number of regular season and playoff games
- Create game schedules as directed by a member of the MMBHA Executive Team in a timely manner
- Provide MMBHA Executive Committee with draft referee schedules for season games before posting
- Ensure schedules are equal and fair with referees assigned to appropriate age groups based on experience
- Proactively manage known and anticipated conflicts to ensure integrity of the game and safety of all
- Support the executives and division managers when scheduling needs or conflicts arise
- Ensure appropriate time between games for team warm-up and cool down

- Comply with referee assignments made under the direction of the Referee-in-Chief
- Be responsible to coordinate Work with district Referee-in-Chiefs for assignment of Referees for Representative games