



## **Job Title: NLSA - Referee Assignor 2026**

**Organization:** Newfoundland and Labrador Soccer Association (NLSA)

**Term:** May – September 2026 (Part Time/Seasonal Contract)

**Reports To:** Referee Program Lead – Martin Batterson

**Location:** Remote within Newfoundland & Labrador (some travel may be required)

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### **Position Summary**

The Referee Assignor is responsible for the effective assignment of match officials for NLSA-sanctioned leagues, competitions, and provincial championships on the northeast Avalon during the outdoor season (May – September) as well as Senior Leagues administered by St. John's Soccer Association and Mount Pearl Soccer Association (i.e., Intermediate and Masters leagues). The Assignor reports to the NLSA Referee Program Lead and collaborates with competitions staff and member clubs to ensure appropriate, fair, and development-focused referee appointments.

This role is critical to maintaining match quality, supporting referee-development pathways, and ensuring competitions operate smoothly.

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### **Key Responsibilities**

#### **1. Referee Assignments & Scheduling**

- Assign referees and assistant referees to all NLSA-sanctioned matches, as defined above, including:
  - Provincial leagues
  - Provincial Championships
  - Exhibition and high-performance matches (as required)
  - Senior Leagues (Intermediate and Masters)
- Ensure assignments reflect:
  - Certification level
  - Experience and performance
  - Development objectives
  - Match risk level and competitiveness
- Manage late changes, cancellations, and emergency reassignments
- Monitor referee availability and maintain accurate scheduling records
- All assigning and reporting will be required using RAMP system and RAMP functionality

## **2. Communication & Coordination**

- Serve as the primary point of contact for referee assigning
- Communicate assignments clearly and in a timely manner. Liaise with:
  - NLSA Referee Program lead
  - NLSA Manager of Competitions
  - District referee coordinators (if applicable)
  - Member clubs and league administrators
- Address assignment-related concerns professionally and promptly
- Provide administrative support for areas outside of the northeast Avalon area, as required.

## **3. Referee Development Support**

- Collaborate with referee leadership to:
  - Support referee progression pathways
  - Provide development-focused assignments
  - Identify officials ready for higher-level matches

## **4. Compliance & Standards**

- Ensure assignments align with:
  - NLSA policies and Code of Conduct
  - Canada Soccer regulations
  - Safe Sport requirements
- Maintain confidentiality and avoid conflicts of interest
- Ensure match officials meet required certification and screening standards

## **5. Reporting & Administration**

- Maintain accurate assignment logs and reports using RAMP system
- Track fulfillment rates and identify coverage challenges
- Provide end-of-season summary report including:
  - Assignment statistics
  - Gaps and recommendations
  - Referee utilization trends

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## **Qualifications & Experience**

- Strong knowledge of soccer competition structures in Newfoundland & Labrador
  - Experience in referee assigning, officiating, or competition administration preferred
  - Understanding of Canada Soccer referee certification pathways
  - Excellent organizational and time-management skills
  - Strong communication and conflict-resolution abilities
  - Proficiency with scheduling software and Microsoft Office (experience with RAMP or similar systems considered a strong asset)
  - Ability to work flexible hours, including evenings and weekends
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## Core Competencies

- Integrity and impartiality
  - Sound judgment and decision-making
  - Strong attention to detail
  - Ability to manage multiple priorities in a fast-paced environment
  - Professional and respectful communication
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## Time Commitment & Compensation

- Seasonal contract (April–September)
  - Workload fluctuates with peak demand during league play and Provincial Championships
  - Evening and weekend availability required
  - Compensation: Salaried position commensurate on background and experience
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## Working Relationships

- Referee Program Lead
  - Manager of Competitions
  - District Referee Coordinators
  - Member Clubs
  - Competition Committee
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## What's in it for you?

**Impact:** We are a dynamic team that's focused on providing a better experience for all involved in the game of Soccer. Everyone's contribution is valued and meaningful.

**Meaning:** The impact of our efforts leads to quality services for our membership base.

**Flexibility:** We have a fun, collaborative work environment.

This is an opportunity for the right individual to help grow our game as part of a committed, passionate, and collaborative team.

**Salary:** Although a part/time/seasonal role, this will be a competitive salaried position in line with expected time required to effectively fill the role and responsibilities defined.

**How to apply:** To apply in confidence please submit your resume and cover letter to Martin Batterson - NLSA Referee Program Lead at [martin.batterson@nlsa.ca](mailto:martin.batterson@nlsa.ca) by April 10, 2026.