

## ***JUNIOR REFEREE SCHEDULER JOB DESCRIPTION***

Revised January 2017

### **JOB SUMMARY:**

To oversee the scheduling of Referees (Junior) for Brampton Hockey Inc. as mandated by the Executive and Board of Directors.

### **GENERAL RESPONSIBILITIES:**

- To schedule referees for the Mini-Mites league if applicable
- To schedule referees for the Recreational League (6-7 Select, Novice – M. Midget)
- To schedule referees for the Intra-City League (Minor Atom – Peewee)
- To schedule referees for the Neville-Woolridge tournament (Novice – M. Midget)
- Contact referees in mid August from the previous year to see who are returning each season and advise of upcoming referee clinics for re-certification
- Create weekly/bi-weekly referee schedules depending on classification for the games as listed above using the Brampton Hockey Inc. website
- To maintain the Brampton Hockey Inc. website of said schedules and games to ensure every game has the appropriate number of certified referees.

### **AUTHORITY:**

- Responsible for the completion of own duties and responsibilities

### **REPORTS TO:**

- The position of Junior Referee Scheduler will be posted annually. The successful candidate will report to the General Manager and have direct interaction with the Referee-in- Chief

### **SKILLS / KNOWLEDGE / EXPERIENCE REQUIRED:**

The following are preferred minimum skill levels (other considerations such as additional work experience may be considered when selecting a suitable candidate):

- Must be minimum 18 years of age
- Computer literate (Windows, Word, Excel, Outlook as a minimum)
- Excellent organization and communication skills with practical experience in a community based organizational environment

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**Junior Referee Addendum**

**On a weekly basis:**

**Weekly:** As Referees are scheduled in the Brampton Hockey Inc website for games, auto generated emails are sent for either confirmation or decline. This takes about 1 hour to go through the complete Recreational League and Mini-Mites schedule and to assign the Intra-city games. If games are declined, a notification is sent to the Junior Referee scheduler to enter in a new referee from the list of qualified referees to ensure all assigned games are filled.

**Thursdays:** This is a follow up to ensure all assigned games have referees. Some phone calls may be required to fill all games.

**Fridays:** Again a follow up to finish off the schedule and make sure that all games are covered for the weekend, either games declined or last minute cancellations. This may also be another hour depending on what is left from the two previous nights.