



Position Description – Manager of Competitions

Title

Manager of Competitions

Summary

The Manager of Competitions will be responsible to manage all competitions implemented by the Newfoundland and Labrador Soccer Association. This position reports to the Executive Director of the NLSA.

Roles and Responsibilities

- **Competitions implementation.** In collaboration with the Competition Committee, deliver and oversee all NLSA competitions (tournaments and leagues).
 - Lead scheduling, implementation and evaluation of all competitions. Coordinate venues, dates, and kickoff times. Develop and maintain competition schedules, formats, and calendars.
 - Ensure all competitions comply with governing body regulations and policies.
 - Oversee match operations, including venues, referees, and matchday logistics.
 - Manage player, team, and official eligibility and registration processes.
 - Collect, verify, and publish match results, player stats, standings, and reports. Update NLSA website and RAMP as needed.
 - Administer disciplinary procedures, including suspensions, protests, and appeals.
 - Act as the primary point of contact for clubs, coaches and partners for competition related inquiries.
 - Resolve competition related issues and disputes in a professional and timely manner as they emerge.
 - Develop and Manage the competitions budget and provide reports and analysis as needed.
 - Liaise with local, provincial, and national soccer associations.
 - Develop and Maintain the rules and regulations for all competitions.
 - Manage day-to-day communication and customer service to membership and public regarding all competitions. Maintain registration databases for competitions.
 - Support the hiring, training, and management of seasonal staff for execution of competitions.
 - Assist Executive Director with postseason program reports, board presentations and make recommendations on competition quality and sustainability.
- **Competitions growth and sustainability.**

- Seek input from the community and technical director/coordinator on how to improve the quality of competitions.
 - With the input of the technical director and coordinator, design new competitions to further develop soccer throughout Newfoundland and Labrador.
 - Work with the Executive Director to identify and support applications to grants to fund and expand NLSA competitions available to the soccer community.
- **Support NLSA Communication effort.**
 - Works in coordination with the Executive Director to ensure all competitions registrations, and inquiries are handled in a timely and effective manner.
 - Supports the NLSA's day-to-day operations and membership services under the guidance of the Executive Director including customer service with the membership, registration, database maintenance, staffing levels for competitions and volunteer recruitment and overall retention of part time staff and volunteers for competitions (Ramp).
 - Assist with additional NLSA duties as required by the Executive Director
 - This position will also require work outside of normal business hours including evenings, weekends, and holidays.

Skills & Qualifications

- Past or current experience and involvement with soccer or other sports organizations. Knowledge of soccer laws, regulations, and competition structures is an asset.
- Experience with Google Workspace tools including Google Slides, Google Sheets and Google Docs
- Excellent communication skills, time management and organizational skills

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 with flexible work arrangements available.

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

Salary: We offer a competitive compensation and benefits package

How to apply: The posting will remain open until a suitable candidate is selected. To apply in confidence please submit your resume and cover letter to Charlie Reid, Executive Director - NLSA at charlie.reid@nlsa.ca