



Job Title: League Administrator

Organization: League1 Ontario

Location: Hybrid

Employment Type: Full-Time

Reports To: Manager, League Operations

Job Overview:

League1 Ontario seeks an experienced and efficient sports administration professional to fill the role of **League Administrator** to manage all levels of the league's competition.

The successful candidate will work collaboratively with league management, other league staff and contractors to develop the annual competition calendar, schedule matches, manage the administration of league discipline and ensure compliance with league and governing body policies and procedures. They will establish and maintain clear lines of communication with clubs, team officials, match officials, and other internal and external stakeholders.

The League Administrator will ensure the successful execution of their day-to-day operational duties, contributing to the overall success and reputation of League1 Ontario.

The League1 Ontario League Administrator will also provide administrative support, as required, to the Managing Director of our sister league, League1 BC.

Key Responsibilities

League Administration:

- Develop and maintain a league operations task list, detailing key due dates.
- Support senior management with the updating of league manuals and the creation of new policies and procedures.
- Create and manage an annual league operations calendar, which sets out the regular season and playoff match windows for each tier of competition, and which clearly communicates deadlines for critical administrative activities for all clubs and stakeholders.
- Collaborate with clubs, senior management and the league's Communications and Marketing teams, to prepare and distribute the official match schedule for all levels of League1 Ontario competition in accordance with league regulations.
- Manage the approved league schedule, including rescheduling as required.
- Assign Team and Match Official uniform colours for each match.

- Review match forms sheets weekly, together with the Information Systems Manager, to ensure accuracy.
- Assess standards compliance reports with the League Operations Manager each week and manage the assessment of sanctions for non-compliance.
- Schedule and support all league meetings(in person and online).
- Provide general league administration support to the Managing Director of League1 BC as requested.

Event Management:

- Coordinate all league-hosted competitions, meetings, and events, in collaboration with senior management, contractors and other third parties.
- Arrange catering for league hosted events, as required and within the approved budget.
- Procure trophies and awards for the Year-End Awards Night within the approved budget.

Stakeholder Communication:

- Support Senior Management and the Board of Directors with all internal and external communications.
- Serve as the primary point of contact for clubs, team officials, players, match officials, governing bodies and others (excluding media, who should be directed to the Communications Department).
- Maintain regular, transparent communication with stakeholders via phone, email, electronic messaging, and at league meetings.
- Resolve inquiries and concerns promptly and professionally.

Discipline Code Management:

- Collaborate with the Discipline Chair to administer league discipline,
- Administer “Discipline By Review” cases and assess penalties and sanctions in accordance with the league’s Discipline Code and Ontario Soccer policies.
- Serve as Case Manager for all discipline cases that are heard by a discipline panel.
- Communicate disciplinary decisions clearly to Players, Team Officials and Clubs, providing necessary documentation (including rights to appeal).

Bualdget and Financial Oversight:

- Assist in developing and managing the league budget, including the tracking of expenses throughout the year and analysis of monthly reports generated by the finance department.
- Manage budget lines associated with match officials (e.g., match fees, travel reimbursement, etc.), together with the Director of Officials.
- Support Accounts Receivables and Collections, as well as supporting Accounts Payables (with specific emphasis on ensuring timely expense submissions by contractors and match officials).
- Identify cost-saving opportunities without compromising the quality of league operations.

Reporting:

- Provide reports as requested by the Board of Directors, senior management, or the finance department
 - Maintain essential league documentation in a manner that is accessible but secure
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Qualifications:

- Bachelor's degree and/or equivalent experience in Sports Management, Business Administration, or a related field.
 - 3+ years of experience in league/sport administration and operations.
 - Experience with the scheduling of leagues and sport event management is an asset.
 - Knowledge of FIFA, Canada Soccer and Ontario Soccer competition regulations is beneficial.
 - Proficiency with league management and scheduling software, project management tools and Microsoft Office/Google Workspace is an asset.
 - Experience with the COMET competition management platform is a significant asset.
 - Strong organizational, analytical, and problem-solving skills, with the ability to manage multiple priorities under tight deadlines.
 - Excellent verbal and written communication skills.
 - Experience managing budgets.
 - Flexibility to work evenings and weekends during the season.
 - Ability to travel within Ontario and Canada as required.
 - Must have a valid driver's license and ready access to a vehicle.
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Key Skills:

- Superior project and task management skills
 - Conflict resolution and problem-solving
 - Data accuracy and attention to detail
 - Budgeting and basic accounting
 - A confident communicator with strong interpersonal skills.
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Why Join Us:

League1 Ontario provides a dynamic and professional environment where we seek to foster the growth of soccer in Canada. This role offers the opportunity to play a key part in supporting high-performance soccer programs across the province and to play an important part in ensuring that standards of fair play are complied with.

Application Instructions:

Submit your resume and cover letter to chris.keem@league1.ca by January 6, 2025. Include "League1 Ontario League Administrator Application" in the subject line.

League1 Ontario is an equal-opportunity employer encouraging applications from diverse backgrounds and experiences.