



NSYSA Field Scheduler - Position

Position: Field Scheduler (Part time)

Background: The NSYSA plays a vital role in governing and administering youth soccer for the North Shore District, which comprises the Sunshine Coast, Pemberton, Whistler, Squamish, North Vancouver, West Vancouver and Bowen Island. We are a non-profit organization consisting of a volunteer board and paid staff. Our primary role is to foster, develop and administer the game of soccer for our membership within the North Shore District. We enable over 8,800 players to play soccer every year.

Description: The role of the NSYSA Field Scheduler is a paid part-time position for the NSYSA. The Field Scheduler is responsible for scheduling and liaising between Clubs for BC Coastal Soccer League (BCCSL) and NSYSA's Inter-lock league. This person communicates with BCCSL staff and Club administration staff but also team officials. The Field Scheduler reports to the Board of Directors of the NSYSA but also needs to respond to club contacts/stakeholders in a timely fashion. Also making any necessary adjustments/corrections in a timely manner to convey the sense of urgency with these tasks.

Field Scheduler duties and responsibilities include:

Prior to Start of Season

- BCCSL
 - Confirm NSYSA Club contacts for the upcoming season
 - Confirm NSYSA Club field allocations for the upcoming season
 - Ask NSYSA Clubs to complete BCCSL team submission forms for U11 to U18 Metro, Division 1, Division 2 and U13 to U18 Division 3 including team contacts
 - Work with NSYSA Clubs and BCCSL to ensure teams are placed at the correct playing level
 - Check BCCSL team submission tables to ensure all teams have been correctly placed
 - Update Clubs on changes prior to start of season
 - Pass on BCCSL communication to NSYSA Clubs and other NSYSA stakeholders
 - Working with NSYSA Clubs and BCCSL, develop pairings and field assignments and schedule initial games to Thanksgiving (scheduling period 1) on BCCSL scheduling platform
 - Download NVFC, FC Faly and NSGSC initial home games from BCCSL schedule to excel spreadsheet
 - Manipulate and re-format BCCSL data and add referee levels and alternate fields to excel spreadsheet and then upload data to NSYSA Referee Scheduler platform
 - Check BCCSL upload for conflicts and issues.
 - Ensure game schedule in NSYSA Referee Scheduler matches BCCSL home game schedule for NVFC, FC Faly, WVFC and NSGSC
- NSYSA Intra-League and Development Leagues (U8 to U12Div3)
 - Confirm NSYSA Club contacts for the upcoming season
 - Confirm NSYSA Club field allocations for the upcoming season
 - Ask NSYSA Clubs to complete Intra-League and Development team submission forms for U8 to U12Div3
 - Work with NSYSA Clubs to ensure teams are placed at the correct playing level
 - Update NSYSA Clubs and other NSYSA stakeholders on changes prior to start of the season



- Working with NSYSA Clubs, develop pairings and field assignments and schedule initial games as per Club direction
- Provide Clubs with initial schedules and contacts U8 to U12Div3.
- Have NSYSA Registrar post schedules and contacts to NSYSA
- Make changes and revisions as required. Upload schedules to NSYSA Referee Scheduler platform
- Check upload for conflicts and issues. Ensure games scheduled in NSYSA Referee Scheduler match the posted schedules of the NSYSA website

During Season

- BCCSL
 - Pass on BCCSL communication to NSYSA Clubs and other NSYSA stakeholders
 - Working with NSYSA Clubs and BCCSL, schedule games to Christmas (scheduling period 2) and then schedule games after Christmas (scheduling period 3) on BCCSL scheduling platform
 - Download NVFC, FC Faly and NSGSC, WVFC home games from BCCSL schedule to excel spreadsheet
 - Manipulate and re-format BCCSL data and add referee levels and alternate fields to excel spreadsheet and then upload data to NSYSA Referee Scheduler platform
 - Check BCCSL upload for conflicts and issues. Ensure game schedule in NSYSA Referee Scheduler matches BCCSL home game schedule for NVFC, FC Faly and NSGSC
 - Ongoing, work with NSYSA Clubs and BCCSL and re-schedule games due to weather/field conditions, postponements and BCCSL changes. Make sure changes are communicated to Clubs/teams.
 - Act as a liaison to work with Clubs/teams and BCCSL regarding forfeits, postponements, scoring and game issues
- NSYSA Intra-League and Development Leagues (U8 to U12Div3)
 - Communicate with NSYSA Clubs and other NSYSA stakeholders on league updates and changes
 - Provide Clubs with subsequent schedules and updated contacts U8 to U12Div3
 - Ask the NSYSA Registrar to post new schedules and new contacts to NSYSA. Make changes and revisions as required.
 - Upload schedules to NSYSA Referee Scheduler platform Girls – two scheduling periods; August and December; Boys – two to three scheduling periods; August, October and December
 - Check upload for conflicts and issues. Ensure games scheduled in NSYSA Referee Scheduler match the posted schedules of the NSYSA website
- BCCSL Cup Season
 - Working with NSYSA Clubs, BCCSL and NSYSA Registrar to schedule Cup games to the end of the season on BCCSL scheduling platform
 - Download NVFC, FC Faly and NSGSC home games from BCCSL schedule to excel spreadsheet
 - Manipulate and re-format BCCSL data and add referee levels and alternate fields to excel spreadsheet and then upload data to NSYSA Referee Scheduler platform
 - Check BCCSL upload for conflicts and issues. Ensure game schedule in NSYSA Referee Scheduler matches BCCSL home game schedule for NVFC, FC Faly and NSGSC
 - Act as a liaison to work with Clubs/teams and BCCSL regarding Cup related issues



Qualifications:

- An extremely high level of attention to detail
- Previous Club admin experience is beneficial but not necessary
- Comfortable dealing with Clubs administrators and Club volunteer parent coaches
- Extremely comfortable with technology such as excel and Referee Scheduler
- Professionally engages with BCCSL staff and board members
- Basic understanding of the rules of the game
- Has some familiarity with North Shore soccer landscape
- Comfortable interpreting rules and regulations

This is a paid part time contract position. The busiest times of the year are between August/September and December/January. The NSYSA is an Equal Opportunity Non Profit Organization. The NSYSA does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin or veteran status. All paid positions are decided on the basis of qualifications, merit and the non-profit needs of the NSYSA. This position is for a one year contract with the possibility of continuing after 12 months.

To submit your resume for this position, please email in confidence to Tina Homsy Williams tinahomsy@gmail.com.

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