

Competitive Representative Job Description

Title: MYSA Competitive Representative

Job Summary: To help oversee league play in accordance with established MYSA rules, policies and procedures. To fully understand and support the mission and purpose of MYSA, and serve as a competitive league advocate for MYSA

Reports To: MYSA Competitive Director

Qualifications: Minimum proficiency on Word and Excel. Basic understanding of the Laws of the Game and MYSA rules, policies and procedures

Term: (2) years, beginning November (AGM) and ending November (AGM)

Duties/Responsibilities:

- Take direction from the Competitive Director and the MYSA Board of Directors
- Find volunteers to be Age Group Coordinators for each age level in your assigned leagues. (job description available)
- Arrange facility for mandatory team representative meetings (fall/spring)
- As a member of the Competitive Committee, establish criteria used to produce the schedules (i.e. number of games per number of teams, number of exhibition games etc.) This information, along with clubs blackout dates, is due by published deadlines to facilitate the timely production of schedules
- Facilitate reschedules between teams as necessary – all games will be played
- Assess and log forfeitures
- Handle any disciplinary actions of players or coaches if needed
- Finalize and log leagues by appointed deadlines
- Bring questions and concerns to the Competitive Director or Director of League Operations
- Run and administer league playoffs for your assigned leagues, including finding a host site(s) and producing and updating brackets
- Respond to emails and phone calls in a timely manner, preferably within 24–48 hours if possible
- All tasks must be completed in a timely manner, using established procedure

Meeting Obligations:

- Attend regularly scheduled Competitive Committee meetings as set by the MYSA calendar or called by the Competitive Director (monthly)
- Attend, support and participate in district meetings conducted by Member Representatives (approx. 6 per year)
- Facilitate and attend mandatory MYSA team representative meetings (fall/spring) prior to the start of the season, using approved presentation materials provided
- Attend and participate in league formation meeting (fall/spring)
 - 1) Assigning teams to leagues, based on established promotion/relegation guidelines and criteria established by the Competitive Committee
 - 2) Set seeds for end of league playoffs