

JOB POSTING

Ontario Soccer Provincial Xcel Team Manager

Position Title: Provincial Xcel Team Manager
Position Term: Part Time (Contract) March– May 2025
Location: Vaughan, Ontario
Reports To: Provincial Xcel Team Head Coach

Background:

Do you want to gain invaluable work experience in the world of amateur sport? Have you ever wanted to help grow the game of soccer in Ontario?

Ontario Soccer is actively searching for talented and ambitious individuals who are passionate about the field of sport management and want to apply their knowledge at Canada's largest provincial sport organization.

Founded in 1901, Ontario Soccer is currently comprised of more than 500 Clubs servicing over 24,000 teams with 380,000 registered players, 70,000 coaches and managers, and 6,000 match officials, as well as countless volunteers, parents and supporters encompassing a direct, multi-cultural community of over 1,000,000 Ontarians.

Ontario Soccer develops and delivers exceptional and sustainable programs and services throughout Ontario with the mission of providing leadership and support for the advancement of soccer in collaboration and cooperation with our member District Associations, partners and other stakeholders. Ontario Soccer also operates the Ontario Player Development League (OPDL); the province's premier standards based youth development program, as well as "Team Ontario", Ontario Soccer's provincial Xcel program. Ontario Soccer proudly supports Canada Soccer's National Teams, the Canadian Premier League and Toronto FC.

The overall objective of Ontario Soccer as a hub for Coach, Match Official and Player Development is to be innovators and leaders in sport and to assist with the equitable development of soccer as a healthy lifestyle choice, provide a talented pathway for participants to excel and encourage inclusive community involvement at all levels.

Position Summary:

In alignment with Canada Soccer's National & Regional Excel Program, Ontario Soccer is making changes to the programming offered to Ontario's most talented players. These positions will provide coaching leadership to Ontario's top youth male and female players within Ontario Soccer's Provincial Xcel Program.

Ontario Soccer's Provincial Xcel Program detects young talent throughout the Province with the aid of Ontario Soccer Technical Staff, OPDL Technical Staff, District & Club Technical Leads, and Club Coaches to provide high level training and competition in preparation for Regional and National Excel Programs.



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Primary Duties and Responsibilities:

- Manage 2 to 3 Provincial Teams, incorporating Ontario Soccer's player priority principles and adhering to the player development plan April - May 2025;
- Attend all Ontario Soccer's Provincial Staff meetings (Administrative and Technical);
- Where appropriate assist head coaches in the planning, management and delivery of the campaign plan;
- Constant communication with Head Coaches and Ontario Soccer's Sr. Manager, Development & Provincial Xcel to ensure high standards of program delivery to every player within the program;
- Work with the respective Head Coaches and Ontario Soccer's Sr. Manager, Development & Provincial Xcel to ensure travel arrangements and itineraries are set;
- To act as the liaison between parents and Coaching Staff regarding Provincial Xcel communication;
- In a competition event, work closely with each Head Coach to ensure the daily itinerary is set, communicated and implemented, including team activities during down time;
- If required monitor and manage travel budget and provide financial reconciliation at the event;
- Follow up and reinforce Ontario Soccer's communication to players/parents as required by the Head Coach and Sr. Manager, Development & Provincial Xcel;
- Communicates and provides support for the social/emotional well-being of team members;
- To assist with all travel related organization and communication between Ontario Soccer's Team Staff and players and parents;
- Supervise and arrange pick-up points; s
- In conjunction with the Athletic Therapist and SIRC protocols, manage any situation which may necessitate a hospital visit. This includes parental contact and the provision of medical support and travel insurance;
- With guidance from Ontario Soccer's Coordinator, Provincial Xcel manage each teams' kit, including laundry, uniform allocation and return, dressing room set up, equipment maintenance, inventory management and submit an equipment report post Competition and Provincial Season;
- Submitting team sheets as per match protocols;
- Complete Ontario Soccer Player Development Program Surveys;
- Adhere to the Provincial Xcel Program's Staff Code of Conduct

Qualifications and Required Skill Sets:

- Meets Ontario Soccer's Safe Sport requirements
- Management experience at the youth age preferably the applicable age group(s);
- Good teaching, leadership, organization skills and experience;
- Self-starter requiring a minimum of supervision and ability to multitask;
- Very strong communication and interpersonal skills;
- Understanding and experience of soccer team management;
- Understanding of team dynamics and being a team player;
- Well-developed time management skills

Provincial Term: 2025

- **April 25-27** - Preparation Training Weekend and/or Competition (U15, U16, U17)



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- Location: Zanchin Automative Soccer Centre (ZASC)
- **May 9-11** - Preparation Training Weekend and/or Competition (U14, U15, U17)
 - Location: Zanchin Automative Soccer Centre (ZASC)
- **May 17-19** – Inter-Provincial Series (U15, U17)
 - Location: Laval, Quebec

Please complete and submit the attached application form along with your cover letter and coaching resume (with Provincial Xcel as the subject) to:

jobs@ontariosoccer.net

Submission Deadline: Monday, January 20, 2025 at 9:00am

We thank all applicants for their interest but only those selected for an interview will be contacted.



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ONTARIO PROVINCIAL XCEL TEAM MANAGER APPLICATION

Name: _____

Cell Number: _____ Home Number: _____

Email: _____

Address: _____

(Street)

(Apt/Unit)

(City/Town)

(Province)

Teams are either Male or Female Teams in the U14, U15, U16 or U17 age divisions. Team Manager Position Preferred for (Gender and Age; please check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Under 14 Boys All-Star | <input type="checkbox"/> Under 14 Girls All-Star |
| <input type="checkbox"/> Under 15 Boys Provincial | <input type="checkbox"/> Under 15 Girls Provincial |
| <input type="checkbox"/> Under 16 Boys Provincial | <input type="checkbox"/> Under 16 Girls Provincial |
| <input type="checkbox"/> Under 17 Boys Provincial | <input type="checkbox"/> Under 17 Girls Provincial |

A current Vulnerable Sector Check/Police Check is a requirement of this position. A copy of such should be available for review at the time of the interview with the Ontario Soccer Technical Staff/Representative.

I have reviewed and agreed to the role and position (as defined) and have accurately completed this application.

Signature

Date



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