

**Contract Posting: Referee Allocator**

Contract Term: August 1 – March 31

Compensation: \$1,500/month

Type: Independent Contractor

Organization: Victoria Minor Hockey Association - Victoria Admirals

Closing Date: July 1, 2025

Contact: admin@victoriaminorhockey.ca

Overview:

The Referee Allocator is responsible for scheduling officials for all games and tournaments. This includes managing availability, assigning officials based on qualifications, and ensuring accurate information for official pay processing.

Key Responsibilities:

- Create weekly game lists from the online schedule
- Cross-check with Spordle to ensure all games are posted
- Distribute games to officials and collect availability
- Assign officials using RAMP; reassign when games are declined
- Ensure proper official rotation and prevent conflicts of interest
- Schedule shadows and supervisors based on RIC's list
- Assign tournament officials
- Finalize pay information twice monthly for bookkeeping
- Be available to manage last-minute reassignments

Note: This contract may be held on its own or in combination with the Referee-in-Chief role, which is posted separately. Applicants are encouraged to indicate interest in one or both roles.

Please send Resume and Letter of Interest to admin@victoriaminorhockey.ca