



## **Ontario Premier League (OPL) – Volunteer Match Day Roles**

RHSC relies on dedicated volunteers to deliver a safe, professional, and enjoyable match-day experience in compliance with Ontario Premier League (OPL) standards. Below are the official volunteer roles and responsibilities for OPL home matches.

**NOTE:** Volunteers will be able to try multiple roles and are not limited to a single position.

### **About RHSC**

Founded in 1968, Richmond Hill Soccer Club is the largest recreational club in the City of Richmond Hill and one of the largest soccer clubs in York Region. RHSC currently has approximately 5,500 year-round registrations, with approximately 85% of the club's members under the age of 19.

RHSC is a non-profit organization run by a board of directors who are elected by the members of the club at our Annual General Meeting. We provide year-round development programs for players, coaches, and referees.

### **Volunteer Position Details (Applies to All Roles)**

- **Organization:** Richmond Hill Soccer Club (RHSC)
- **Location:** Home Matches
- **Position Type:** Volunteer
- **Duration:** 2026 Ontario Premier League (OPL) Season (April to August)
- Interested candidates should submit resume to [Alex@richmondhillsoccer.com](mailto:Alex@richmondhillsoccer.com)

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**#DARETODREAM**

1370 Elgin Mill Road East, Richmond Hill, ON L4S 1M5  
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## **Team & Referee Liaison**

Arrival Time: 90 minutes prior to kickoff

Reports to: Game Day Manager

### **Role Summary:**

The Team & Referee Liaison supports communication and coordination between teams, match officials, and match-day staff to ensure smooth and professional operations.

### **Key Responsibilities:**

- Greet and assist teams and match officials upon arrival
- Act as a point of contact for teams and referees on match day
- Support the Referee Liaison with officials' needs as required
- Help ensure match timing, procedures, and league protocols are followed
- Assist with resolving minor issues and escalate concerns to the Game Day Manager
- Support dressing room access and match-day logistics as needed

### **Requirements:**

- Strong communication and interpersonal skills
- Calm, professional, and organized approach
- Ability to work in a live match environment

### **How to Apply:**

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## **Dressing Room Attendant**

Arrival Time: 90 minutes prior to kickoff

Reports to: Game Day Manager

### **Role Summary:**

The Dressing Room Attendant is responsible for the preparation, access, and security of team dressing rooms on match day.

### **Key Responsibilities:**

- Ensure home and away dressing rooms are open, clean, and accessible on time
- Confirm dressing rooms are clearly signed and properly assigned
- Post match-day countdown sheets inside dressing rooms
- Monitor and control access to dressing rooms
- Lock dressing rooms when teams are not present
- Serve as the point of contact for teams regarding dressing room needs
- Report any issues to the Game Day Manager immediately

### **Requirements:**

- Organized and detail-oriented
- Professional and discreet approach
- Ability to manage access in a live match environment

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## **Ticketing Staff**

Arrival Time: 90 minutes prior to kickoff

Reports to: Game Day Manager

### **Role Summary:**

Ticketing Staff manage spectator entry and ticketing operations to ensure a smooth and welcoming match-day experience.

### **Key Responsibilities:**

- Sell, scan, or check tickets at venue entry points
- Greet spectators and provide basic match-day information
- Track attendance numbers as required
- Support orderly crowd flow at entrances
- Coordinate with security staff when necessary
- Report any issues to the Game Day Manager

### **Requirements:**

- Friendly and professional communication skills
- Ability to handle cash or digital ticketing systems (as applicable)
- Organized and attentive in a fast-paced environment

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## **Media & Broadcast Liaison**

Arrival Time: 90 minutes prior to kickoff

Reports to: Game Day Manager

### **Role Summary:**

The Media & Broadcast Liaison supports accredited media and broadcast personnel to ensure professional and efficient match-day coverage.

### **Key Responsibilities:**

- Welcome and assist accredited media, photographers, and broadcast staff
- Ensure media and broadcast areas are accessible and set up properly
- Coordinate media needs with the Game Day Manager
- Help manage field access and positioning in accordance with league protocols
- Support post-match media activities as required
- Report any issues to the Game Day Manager

### **Requirements:**

- Strong communication and organizational skills
- Professional and calm approach in a live match environment
- Familiarity with media operations is an asset

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## **Public Address (PA) Announcer**

Arrival Time: 90 minutes prior to kickoff

Reports to: Game Day Manager

### **Role Summary:**

The Public Address (PA) Announcer delivers official match-day announcements and contributes to a professional and engaging game-day atmosphere.

### **Key Responsibilities:**

- Announce team lineups, goals, substitutions, and match updates
- Deliver league-required and club announcements as directed
- Coordinate announcements with match timing and operations
- Maintain a clear, neutral, and professional tone at all times
- Work closely with the Timekeeper and Game Day Manager
- Report any technical or operational issues immediately

### **Requirements:**

- Clear speaking voice and confident delivery
- Ability to follow scripts and timing instructions
- Professional and composed under live match conditions

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## **Timekeeper & Scoreboard Operator**

Arrival Time: 90 minutes prior to kickoff

Reports to: Game Day Manager

### **Role Summary:**

The Timekeeper & Scoreboard Operator manages official match time and scoreboard operations to ensure accuracy and coordination with match officials.

### **Key Responsibilities:**

- Operate the scoreboard accurately throughout the match
- Track match time, stoppages, and added time as directed by match officials
- Coordinate closely with the PA Announcer and Game Day Manager
- Immediately report and assist with resolving any technical issues

### **Requirements:**

- Strong attention to detail
- Ability to remain focused in a live match environment
- Comfortable operating basic timing and scoreboard equipment

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## **Youth Program Supervisor**

Arrival Time: 90 minutes prior to kickoff

Reports to: Game Day Manager

### **Role Summary:**

The Youth Program Supervisor oversees all youth participants involved in match-day activities and ensures their safety, preparedness, and positive experience. This role is required for any official OPL match where youth are engaged in match-day duties. A “Youth” is defined as any participant under sixteen (16) years of age.

### **Key Responsibilities:**

- Supervise youth participants involved in match-day roles (e.g., ball retrievers, player walkouts, halftime activities)
- Ensure all youth understand their assigned duties and match-day expectations
- Conduct pre-game briefings and rehearsals as needed
- Monitor youth throughout the match to ensure duties are carried out appropriately
- Ensure youth apparel does not conflict with team or goalkeeper colours
- Coordinate youth activities with match timing and league protocols
- Support youth wellbeing, including providing refreshments, especially in warm weather

### **Requirements:**

- Experience working with youth in a sports or event setting preferred
- Strong organizational and communication skills
- Ability to supervise multiple participants in a live match environment
- Calm, professional, and safety-focused approach

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## **Team Mascot**

Arrival Time: 90 minutes prior to kickoff

Reports to: Game Day Manager

### **Role Summary:**

The Mascot is responsible for creating an energetic, family-friendly atmosphere on match day by engaging with fans, youth participants, and the community while representing RHSC in a positive and professional manner.

### **Key Responsibilities:**

- Interact with fans before kickoff, at halftime, and post-match
- Engage with youth programs, ball retrievers, and families
- Participate in pre-game ceremonies, halftime activities, and special events
- Pose for photos with fans and support club media content
- Maintain a professional, inclusive, and family-appropriate presence at all times
- Follow match timing and movement instructions from the Game Day Manager
- Remain in designated areas unless directed otherwise

### **Requirements:**

- Comfortable performing in costume for extended periods
- High energy, positive attitude, and strong crowd engagement skills
- Ability to follow safety and conduct guidelines

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## **Mascot Handler**

Arrival Time: 90 minutes prior to kickoff

Reports to: Game Day Manager

### **Role Summary:**

The Mascot Handler supports the Mascot by ensuring safety, crowd control, and coordination with match-day operations.

### **Key Responsibilities:**

- Accompany the Mascot at all times while in costume
- Guide the Mascot through the venue and manage interactions with fans
- Ensure safe interactions with children and spectators
- Coordinate Mascot appearances with the Game Day Manager, Media Liaison, and Youth Program Supervisor
- Monitor the Mascot's wellbeing (hydration, breaks, heat management)
- Assist with costume changes and secure storage when not in use
- Ensure mascot activity does not interfere with match operations

### **Requirements:**

- Strong communication and situational awareness
- Ability to manage crowds calmly and professionally
- Comfortable enforcing boundaries when necessary

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