

Title: Referee Coordinator

Reports to: Assistant Club Manager

Qualifications:

- "F" Coaching License and Referee License
- Available to begin January 1<sup>st</sup>
- Available during all game times
- Maintain communication with all board members.
- Planning and organizational skills
- Follow through with all tasks
- Basic Computer Skills including Word, and Excel
- Ability to hold others accountable with delegated tasks
- Facilitate meetings with new and current referees

Referee Coordinator

- Recruit and register new referees for the new season
- Clinic preparation:
  - Update referee flyers and notify webmaster with dates and other changes
  - Select tentative dates and locations for referee clinics
  - Ensure all new referees are registered in time for clinics
  - Assist at referee clinic to help support instructors — required to have representative present
  - Maintain constant communication with training referee and attendees
  - Print uniform information for new referees to hand out at clinic
  - Work with field coordinator on all clinic scheduling
  - Create season schedule and information sheet
- Game Scheduling:
  - Consistently update season schedule to ensure all games are covered
  - Notify board of schedule
  - Post schedule at NSC Snack Bar
- Track all referees games worked for payment
- Plan to manage or Field Marshall during games on Saturday. It is preferred to not be on the schedule and to only fill as needed.
- Develop and maintain a current contact list of all referees and make the list available to the League referee coordinator and provide an updated list as available to the NSC Board.
- Develop and facilitate a referee refresher course through the League Referee Coordinator.