

## **Referee Coordinator Position**

### **Responsibilities Include:**

- Soliciting the return of past season's referees for each new season.
- Determining the number of referees required for the specified quantity of officials at each game based on the number of games projected by the Fort Saskatchewan Soccer (FSS) Executive Committee.
- Coordinating referee training as required.
- Maintaining for FSS a master list of active game officials, their contact information and qualifications (levels each referee may officiate).
- Establishing schedules for the officials each month. Managing schedule changes, swaps, cancellations and additions.
- Submitting to the FSS Sport Coordinator at month end the list of games and officials for that month.
- Mentoring the new referees; providing answers to technical questions.
- Making sure that documentation administration is managed; Report serious offences (Red Cards) to the league and FSISA VP.
- Working with the FSISA VP to address disciplinary issues involving referees (includes abuse of referees and referee conduct).

### **Qualifications:**

- Must have minimum 2 years' experience as a qualified referee
- Must have completed referee training.
- Must have computer access with competence in excel and e-mail.
- Must be proactive and able to work without close supervision from FSS
- Should be well organized and a good communicator

### **Compensation:**

The Referee Coordinator gets paid 10% of the total earned by all referees for games scheduled in Fort Saskatchewan.

Additionally any games refereed by the Referee Coordinator will be compensated at the appropriate rate for the age level.