

Spencer Soccer Club, Inc.

Job Title: Director of Referees	Job Grade: Volunteer
Area: Administration	Reports to: Vice President of Administration
Revision Date: 6/6/11	Term: 1 year / Elected by BOD or Annual Membership

Position Overview

The Director of Referees shall be responsible for monitoring, implementation, coordination, and communication of Spencer Soccer Club Referees for the under 8 In-Town program. The Director of Referees is not required, but may attend, monthly Board of Director (BOD) meetings. If in attendance, the Director of Referees has an equal vote in favor or against motions brought before the BOD. The Director of Referees must have obtained his/her "Grade 8" referee license. Candidates that do not meet these criteria are not eligible to be placed on the ballot for election.

Essential Job Functions

- Be in accordance with the Spencer Soccer Club Constitution and By Law
- Act as point of contact for all Spencer Soccer Club U8 In-Town Referees
- Develop training program for U8 In-Town Referees
- Educate U8 In-Town Referees
- Develop an annual budget of estimated expenses

Non-essential Job Functions

- Complete other special assignments, which, from time to time, may be given by the Vice President of Administration

Requirements

- Attend the Annual General Meeting
- Communicate a monthly summary of actions and upcoming items to the Vice President of Administration
- Provide a training session to all referees once per season
- Assign referees to all U8 In-Town games
- Utilize SportsManager to update referees as needed
- Attend games to provide education throughout the season
- Communicate canceled games to referees
- Manage tracking mechanisms (game forms) to ensure referees were present and receive proper payment
- Submit requests for payment to the Vice President of Finance at the end of each season
- Distribute materials to referees (laws of the game and any approved expenditures such as whistles, stopwatches, etc.)
- Provide a request for budgeted funds to the Vice President of Administration

Other Skills/Abilities

- Intermediate understanding of Microsoft Word and Excel
- Intermediate understanding of web-browser functionality
- Access to a computer and internet

NOTE: This job description is not intended to be all-inclusive. Volunteers may perform other related duties as negotiated to meet the ongoing needs of the organization.