

District Referee Coordinator Position Description

Under the direction of the District Association Board of Directors, the District Referee Coordinator is appointed to be responsible for the management of all match official development programming within the District Association.

Responsibilities:

Financial

- Prepare, for District Board approval, a yearly budget for match official development activities;

Contacts within District

- Maintain a list of Club Head Referees;
- Meet with Club Head Referees twice annually (pre-season & post season);
- Maintain a good working relationship with Match Official appointers, clubs and leagues interested in promoting match official development within the District
- Work with Club Head Referees to assist in creating and maintaining an on-going training program for Youth and District match officials working at the club level and to prepare candidates for the District program who seek interest in working at the competitive level
- Develop a District Match Official Program to develop and train the Youth and District Match Officials working competitive games within the District and identify and prepare those who are seeking to advance to the Regional Upgrading Program
- Communicate annually to the Ontario Soccer Match Officials Development Committee through the Manager of Referee

Pyramid Management

- Work with leaders of the program within the District and recruit potential new Instructors and Assessors to enter the Ontario Soccer Instructor and Assessor programs;
- Design and implement a District Assessment Program with Ontario Soccer Certified District Assessor in efforts to develop the Youth and District Match Officials within the District and to identify those ready to advance to the Regional Upgrading Program.
- Through the District Assessment Program design and implement a ranking system to rank the Youth and District Match Officials to determine the level of game in which the referee is capable to work in.
- Work with the Centralized District Referee Assignor to ensure appointments within the District are being divided fairly including opportunities given to those referees looking at advancing either through the District Program or seeking entrance into the Regional Upgrading Program
- For development purposes assign referees to top level games in the District including but not limited to Ontario Cup round games. This may be delegated to central assignor as the DRC sees fit

Education & Fitness Testing

- With possible conjunction with local referee groups organize on-going winter education sessions for match officials within your District using only Ontario Soccer Certified Instructors
- When implemented by Ontario Soccer, encourage that at minimum, all officials attend a yearly refresher session in the spring which includes a session on the changes to the Laws of the Game;
- Where required assist and mentor those Youth and District match officials who are required to take and pass the annual Ontario Soccer Recertification exam.
- Organize fitness testing in May each year for all officials with mandatory attendance for appointment classification referees and re-take fitness tests in June as required

- At the Districts option organize fitness test for other officials (not required by Ontario Soccer Policy) for credit toward consideration in game appointments;

District Board

- Act as a liaison between the officials and District Board on issues affecting officials, particularly acting as a consultant on match official resource questions ensuring that tournaments are approved only after the requirements for the number and qualifications of those referees approved are established and can be met;

Official List of Match Officials

- Ensure that only certified and registered referees are appointed for all games under the auspices of the District Association and report any discrepancies to the District Association Board with a copy to the Club.

Discipline

- Monitor discipline action taken in discipline cases in matters affecting match officials, to ensure the penalties imposed are adhered to (IE: suspension from game appointments) and ensure all officials are aware of their responsibilities to avoid further discipline cases related to the same issue;
- Ensure that discipline of a match official is done in strict order of Ontario Soccer policy and not done by other groups other than Ontario Soccer and/or the District Association in which the official lives
- Encourage professional conduct by all officials and adherence to the Ontario Soccer Published Rules particularly the Match Official's Code of Conduct and Conflict of Interest Policies
- Investigate complaints as requested and refer match official misconduct to the District Discipline Committee & copy to the Ontario Soccer Manager of Match Officials when necessary;

Provincial Development Program

- Communicate regularly with Staff to discuss concerns related to your District Match Official Development Program or the Provincial Referee Development Program;
- Distribute information sent by the Provincial Office and/or District Office to local officials and Club Head Referee in an efficient manner to all affected officials;
- Respond directly or through the District Office to all inquiries in a timely fashion;
- Represent the District Association at meetings involving District Referee Coordinators;
- Prepare a yearly written report to the District Board of all match officials related activities within the District
- Adhere to and communicate to others all Ontario Soccer Policies and Procedures and Referee Program Directives.
- Maintain written records related to programs such as fitness test results with copies filed at the District Office. These records to be forwarded at the conclusion of the term of office to the successive District Referee Coordinator;

Ontario Cup/Indoor Cup Games

- Be responsible for all preliminary and tournament game appointments up to and including the quarterfinals; except for those divisions that the Ontario Soccer is handling
- Ensure appointments are made in compliance with the pyramid of match official appointments;
- Act as the Referee Coordinator at Semi Final rounds when hosted within your District Association
- Respond in a timely manner when asked for recommendation of officials to work at any game by Ontario Soccer

Skills/Background Required

- Experience in managing volunteers;
- Experience as a Regional Referee or higher would be an asset;
- Minimum ten years refereeing experience;
- Instructor or Assessor experience would be an asset;
- Ability to prepare and administer budget;
- E-mail access required;
- Available on average 10 hours per week;
- Personal qualities to include integrity and attention to detail;
- Effective written and verbal communication skills;
- Preferred not to be involved in an upgrading program if possible