

## **Director – Travel Referees and Field Assignor**

Assign referees and fields for all Boys/Girls Travel & Premier games (U9-U18) on a weekly basis during the Fall and Spring soccer seasons.

- Have access to a PC or Mac with an Internet connection and email address
- Obtain National referee assignor certification (1 day course - REQUIRED)
- Have availability on weekends during the Fall and Spring season to handle any issues that may arise at Capewell or Nike (cell phone is a minimum)
- Have access to ID/PWD to the Central Assign website for assigning referees ([www.ctreferee.net](http://www.ctreferee.net))
- Communicate with referees, on a weekly basis to send out weekend schedule.
- Communicate with coaches and managers to adjust the master schedule for the current week and beyond
- Possess basic understanding and knowledge of Microsoft Excel & Microsoft Access
- Have basic Internet navigation skills
- Update SYSO Master Schedule throughout the season and update the SYSO website
- Understand Capewell and Nike field location names (ex: Capewell OLD or Capewell #4 or Nike #1)
- Generate referee report with a list of games and dollar amount owed each month
- Fall Season - 3<sup>rd</sup> week in August – 3<sup>rd</sup> week in November
- Spring Season - 3<sup>rd</sup> week in March - 3<sup>rd</sup> week in June