

## NYS Referee Coordinator Job Description

### Duties:

1. Obtain and maintain the Referee Assigner Certification
2. Maintain a list of certified referees and understand each of their capabilities and limitations.
3. Work with the NYS VP, Age Group Directors and Travel Directors to understand what games need referees assigned to them.
4. Assign the correct aged/ability referee and assistant referees to each game where the NYS schedule dictates the need.
5. Understand and assign referee/assistant referees to Ct Cup games and the NYS home tournament games as per the rules of that tournament.
6. Keep a spreadsheet of each referee's name, games worked and pay owed. Once per month submit the paysheets to the NYS treasurer for payment to the referees.
  - a. Follow up on when the checks were sent out to the referees
7. Verify your referees keep their paperwork up-to-date:
  - a. Referee game reports
  - b. Referee supplemental game reports
  - c. Any personal changes to their contact or mailing address
  - d. Complete their recertification each year
8. Keep your referees informed on any changes within NYS or to the NYS/CJSA/National rules or procedures
9. Keep the NYS board of Director apprised of any questions, comments or issues that you or your referees have.
10. Work with your referees to get them the training they need to excel in the job they do.
  - a. Assessments
    - i. Formal ones requested from the State Referee Assessor in CJSA
    - ii. Informal ones done by a more experienced referee or yourself
  - b. Help them understand how to upgrade their referee level
  - c. Referee Camps and training classes