



Paris Soccer Club

Referee Coordinator

Role

The Referee coordinator is responsible for assigning games to each of the referees and deal with cancellations.

Help the association to

- Schedule linesman and a referee for each game and to have back up linesman and referees available to call in case of a cancellation.

Time commitment

- One year term
- On average, 3-4 hours per week

Responsibilities

- Attend PSC referees clinic
- Scheduling linesman and a referee for league or tournament games.
- Refer to a back up list of linesman and referees to call in the event of a cancellation.
- Enter game reports or verify game scores are correct
- Using online program enter league and tournament games and assigning linesman and referees per game.
- Communicate with referees to review any issues or reports that they or others have issued.
- Prepare cheques for linesman and referees for the games that they have officiated.
- Hold referee meetings to offer training and review new policies, procedures and rules.
- Assign referee uniforms and equipment at start of season and collect at end of season.
- Review officials during games to complete referee evaluations and offer feedback to them.

You are

- *interested in the sport of community soccer*
- *willing to share your knowledge, experience and passion of soccer with your players and fellow coaching staff*
- *committed to the confidentiality of all Paris Soccer Club including player records*
- *genuine interest in participating and supporting community volunteer events*
- *interested in community development in Brant county*

Requirements & qualifications

- Scheduling experience
- Strong computer skills
- Budget and payroll understanding

Benefits

- Gain valuable experience
- Support a volunteer led sports organization
- Meet new friends and increase your social circle
- Promote soccer throughout Brant County

Key contacts

- Paris Soccer Club Referee-in-chief
- Paris Soccer Club Coaching Director
- Paris Soccer Club Convenor
- Paris Soccer Club Coaches
- Paris Soccer Club Volunteer Coordinator

Training / Orientation

- Paris Soccer Club Volunteer Handbook provided
- Paris Soccer Club Constitution
- Paris Soccer Club Policies/Procedures Manual
- Paris Soccer Club – coaches handbook
- PSC access to coaches section of website

Agreement

“We have discussed this volunteer position description and I make a commitment to carrying out these responsibilities to the best of my ability for _____. (Length of time)

I am accountable to _____ for my work within this position.

Volunteer signature

Date

“In turn, the club commits to supporting

_____ in his/her volunteer work.

Coordinator of Volunteers

Date

Intake checklist

- volunteer information form updated*
- position description reviewed and signed*
 - copy to file*
 - copy to volunteer*
- volunteer information added to Paris Soccer Club volunteer contact list*

Follow-up

- at one year*
Date: _____

To apply to any Paris Soccer Club volunteer position, please contact:

Paris Soccer Club’s –
Volunteer Coordinator:

admin@parissoccer.ca

Visit us at:

www.parissoccer.ca