

**JOB DESCRIPTION:
STATE REFEREE ADMINISTRATOR**

Title:	State Referee Administrator
Function:	Carries out the mission of the National Program for Referee Development within the state. Serves as liaison between the National Referee Department Office, the National Referee Committee and the State Association(s).
Requirements:	Administrative ability, knowledge of the needs of the state, ability to work smoothly with state and local officials. The State Referee Administrator may be a member of the State Board or Executive Committee, but shall not be the president or chief officer of the State Association.
Appointment:	State Association(s) (As outlined in USSF Policy 531-1, (1)), for a fixed term of two (2) years. May be re-appointed at the discretion of the State Associations.
Reports to:	State Association(s) with functional responsibilities to National Referee Program Office.
Responsibilities:	<p>The State Referee Administrator may delegate specific duties, but he/she remains responsible for the proper discharge of each duty.</p> <p>1. COMMUNICATIONS</p> <ul style="list-style-type: none"> a. Coordinates activities and appointments with state association officers (adult and youth) and State Youth Referee Administrator. b. Coordinates activities with referee associations, if any exist. c. Coordinates activities with State Director of Instruction, State Director of Assessment and State Assignor Coordinator. d. Maintain liaison with the National Office for general administrative questions. e. Contacts the National Office for proper interpretation of U.S. Soccer Bylaws and Policies. f. Sends information to all referees in the area of: <ul style="list-style-type: none"> (1) Law and rule interpretations. (2) Law and rule changes. (3) Soccer publications.

(4) Clinics and courses.

g. Makes recommendations for selection of:

- (1) State Director of Referee Instruction, State Director of Referee Assessment and State Assignor Coordinator.
- (2) U.S. Soccer Federation International Referees.

h. Sends list of referee rankings for state to Manager of Professional League Referee Assignment and Assessment for consideration for Assignment to professional and international matches.

2. GRADING OF REFEREES

The State Referee Administrator shall be responsible for applying Federation standards in coordination with referee instructor(s) to grade each referee in his area for each registration period. The State Referee Administrator (or his delegate) shall certify the grade of each referee on the Federation registration form.

3. ADMINISTRATION OF REFEREES

The administrative duties of the State Referee Administrator shall cover the following areas:

a. Referee Registrations

- (1) Maintains adequate supply of current Federation registration forms.
- (2) Insures registration of all referees being assigned for that calendar year.
- (3) Checks all registration forms for proper completion, with particular attention regarding: (a) Referee's grade (b) Physical fitness results (c) Game experience (d) Assessment requirements (e) written examination scores & (f) Signatures and risk management disclosure.
- (4) Collects correct fee for each registration:
 - (a) Splits the U.S. Soccer Federation registration fee according to U.S. Soccer's Policy 531-2.
 - (b) Retains a second sheet of registration form for the SRA's file (yellow copy), if referee registers via a paper form.
 - (c) Keeps a file of referee registrations (current and past 3 years).

b. Referee Experience Records

Note referee experience on the registration forms (or verify it) from year to year for upgrading purposes.

c. Training

Assists in the identification of referee training needs and works with the State Director of Instruction to implement them.

d. Discipline

Provides for disciplinary measures in accordance with U.S. Soccer Federation Bylaws and Policy.

e. Referee Badges and Pins

- (1) Maintains adequate supply of badges, books, pins, etc. from the National Office.
- (2) Controls distribution of badges to currently registered referees.

f. Publications

- (1) Distributes news of all publications.
- (2) Each re-certifying referee will receive directly from the Federation office the *Laws of the Game* or *Laws of the Game Made Easy* and all timely publications, unless the SRC elects to distribute such material at re-certification clinics.
- (3) Responsible for supplying *Laws of the Game* or *Laws of the Game Made Easy* to all new referees.

g. Referee Recruiting

Implements a program to recruit a sufficient number of referees to cover affiliated games with registered officials using the diagonal system of control (DSC).

h. Referee Assignments

The State Referee Administrator shall not serve as a league assignor, or as an assignor for a non-state run tournament within the state, as it will impede other duties and may lead to conflicts of interest. (This applies whether a SRA is an active referee or not).

i. Reports

Shall complete a report of all clinics, including: Entry, Advanced, re-certification, assessment, assignor, instructor, lectures, etc., held each year in the State Association, and send it to the National Office in December of each year. Clinics should include the instructor-in-charge and the number in attendance. Assessment report should include the number of assessments completed and the name of the assessor.

	<p>4. FIDUCIARY RESPONSIBILITIES</p> <p>If the State Referee Committee does not assume these duties, the State Referee Administrator must provide for such fiscal control procedures necessary for proper fund accounting. Prepare an annual budget, and an annual report of income and expenditures to the state association(s) and the National Referee Committee, in accordance with U.S. Soccer Federation Policy.</p>
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