

**JOB DESCRIPTION:
STATE REFEREE COMMITTEE**

Title:	State Referee Committee
Function:	Promotes and carries out the National Program for Referee Development for all affiliated soccer within their jurisdiction. Sets policies within the state within the confines of the governing documents of U.S. Soccer and the National Program for Referee Development.
Requirements:	The State Referee Committee should consist of the following positions at a minimum. Others may be added depending on the needs of the SRC: Chairperson State Referee Administrator State Youth Referee Administrator State Director of Referee Instruction State Director of Referee Assessment State Assignor Coordinator President or a representative of the state youth association President or a representative of the state adult association Note: The positions of Chairperson and SRA may be combined with the joint agreement of the state associations.
Appointment:	In accordance with the by-laws and policies of U.S. Soccer, followed by the governing documents of the SRC.
Reports to:	State Association(s) with functional responsibilities to National Program for Referee Development Office.
Responsibilities:	<ul style="list-style-type: none"> • Establish a referee program that is responsive and accountable to U.S. Soccer affiliates. • Hold regular meetings to conduct the affairs of the state referee program. • 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 U.S. Soccer. • Hear reports from technical members • Vote on and establish policies and procedures for the state referee program within the scope of the National Program for Referee Development. • Disseminate information, including that sent to states from the national office, to the referees within the state • Seek ways to provide development opportunities for referees • Ensure that an effective referee development program is working, which identifies, trains and gives opportunities to promising referees • Forward names of promising referees at various levels of development to the National Office for consideration in academy appointments

**JOB DESCRIPTION:
CHAIRPERSON, STATE REFEREE COMMITTEE**

Title:	Chairperson, State Referee Committee
Requirements:	Must possess leadership capabilities and knowledge of the National Program for Referee Development. Must be able to coordinate the state referee program to serve both the adult and youth soccer programs, and work in harmony with all USSF affiliates and local officials in the development of the National Program for Referee Development.
Function:	Plans, implements and supervises the state referee committee meetings, ensures compliance with the National Program for Referee Development within the state.
Appointments:	Jointly, by the Adult and Youth State Associations, for a fixed term of two (2) years. May be re-appointed at the discretion of the State Associations.
Responsibilities:	<ol style="list-style-type: none">1. Maintains close communications and consults with members of the State Referee Committee.2. Appoints individuals to subcommittees to assist with State Referee Committee projects and activities.3. Reviews all State Referee Committee reports and short and long range planning by technical directors, and ensures that required reports are submitted in a timely manner.4. Sets meeting schedule and establishes agenda.5. Presides over meetings of the State Referee Committee.

**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> <p>a. Coordinates activities and appointments with state association officers (adult and youth) and State Youth Referee Administrator.</p> <p>b. Coordinates activities with referee associations, if any exist.</p> <p>c. Coordinates activities with State Director of Instruction, State Director of Assessment and State Assignor Coordinator.</p> <p>d. Maintain liaison with the National Office for general administrative questions.</p> <p>e. Contacts the National Office for proper interpretation of U.S. Soccer Bylaws and Policies.</p> <p>f. Sends information to all referees in the area of:</p> <p>(1) Law and rule interpretations.</p> <p>(2) Law and rule changes.</p> <p>(3) Soccer publications.</p> <p>(4) Clinics and courses.</p> <p>g. Makes recommendations for selection of:</p> <p>(1) State Director of Referee Instruction, State Director of Referee Assessment and State Assignor Coordinator.</p> <p>(2) U.S. Soccer Federation International Referees.</p>

- 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.

4. FIDUCIARY RESPONSIBILITIES

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.

JOB DESCRIPTION
STATE YOUTH REFEREE ADMINISTRATOR

Title:	State Youth Referee Administrator
Function:	Assists the SRA with carrying out the mission of the National Program for Referee Development within the state. Serves as liaison between the U.S. Soccer National Referee Department Office and the State Youth Association.
Requirements:	Administrative ability, knowledge of the needs of the state, ability to work smoothly with state and local officials.
Appointment:	State Youth Association with the advice of the State Referee Administrator in accordance with Policy 531-1 (2) for a fixed two (2) year terms.
Reports to:	State Youth Association with functional responsibilities to State Referee Administrator.
Responsibilities:	<p>1. STATE YOUTH CUP The State Youth Referee Administrator shall be responsible for assigning officials to all Intra-State Youth Cup Games. The SYRA must be a registered assignor to fulfill this duty or delegate it to someone who is a registered assignor.</p> <p>2. ODP TRAINING The SYRA shall help identify officials to attend training at the ODP camps.</p> <p>3. EARLY IDENTIFICATION The SYRA should identify talented officials working youth games and Recommend them to the State Referee Committee for assignment to Regional tournaments.</p> <p>4. REFEREE PROGRAM FOR YOUTH RECREATIONAL PLAY Oversee the youth recreational referee program for the state.</p>

**JOB DESCRIPTION:
STATE DIRECTOR OF ASSESSMENT**

Title:	State Director of Assessment (SDA)
Function:	Carries out the policies of the National Assessment Program at the State Association level.
Requirements:	<p>Must be a current <i>State Assessor</i> grade, or higher, (this may be waived by the National Director of Referee Assessment (NDRA) and the National Office for an interim period required to attain that grade.) with a demonstrated competency in:</p> <ul style="list-style-type: none"> • Administration, program planning and implementation • Referee assessment • Cooperation with all levels of State Administration above, lateral to, and below them.
Appointment:	<p>Jointly, for a fixed term, by the State Referee Administrator (SRA) with the consensus of the adult and youth state associations.</p> <p>Initial appointment is for a fixed two (2) year term, with subsequent appointments at the pleasure of the adult and youth state associations.</p>
Reports to:	The State Referee Administrator (SRA), with functional responsibilities to the NDRA and U.S. Soccer.
Responsibilities:	<p>1. Referees</p> <ul style="list-style-type: none"> • Provide expertise in connection with State Referee selection and game assignments, and other information required by the SRA. • Provide routine feedback to the State Director of Instruction (SDI) with suggestions for topics to be covered by the instructional program. • Keep required records of referee assessments. <p>2. Referee Assessors</p> <ul style="list-style-type: none"> • To carry out the policies of the National Assessment Program, developing local programs as needed to meet the needs in the State Association. • To work with the State Referee Committee to train and develop sufficient assessors to meet the assessment needs of the referees in the State Association. • To organize programs for developing, testing and upgrading assessors and recommending those upgraded to State Assessor or higher to the NDRA. • May recommend assessors for upgrade (or downgrade, with cause). All such recommendations are to be reported to the NDRA, and the SRA or State Referee Committee Chairman, as appropriate.

	<ul style="list-style-type: none">• Coordinate in-service training, registration and certification of Referee Assessors.• Keep the NDRA and U.S. Soccer apprised of information pertinent to the operation of the program within his/her state, including an annual report of activities and training.• Maintain contact with assessors throughout the state and promote their welfare.• Appoint Area or District Directors of Assessment, where geography demands, to carry out the responsibilities of the SDA.• Appoint assessors for games specified by the U.S. Soccer Manager of Professional League Assignment and Assessment within the timeline as required by the National Office.• The SDA shall not serve on the SRC in any capacity other than SDA.• May be called upon to perform other duties in connection with referee assessments by the State Association or the staff of U.S. Soccer. <p>3. Administration</p> <ul style="list-style-type: none">• Register all Assessors.• Keep an adequate supply of assessment forms and supporting materials to meet the state's needs.
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**JOB DESCRIPTION:
STATE DIRECTOR OF INSTRUCTION**

Title:	State Director of Instruction (SDI)
Function:	<p>Carries out the National Instructional Program at the State Association level by conducting (1) Entry Level Referee Courses (Courses); (2) In-Service Training (Clinics) for referees; (3) Training and development of referee instructors; and (4) Developing and furnishing materials, aids and interpretations to support the instructional program.</p> <p>Interprets the Laws of the Game at the State Association Level.</p> <p>Serves as a liaison in matters pertaining to instruction and interpretations of the Laws between the Federation and the State Associations.</p>
Requirements:	<p>A State Referee Instructor for at least one year. It is possible for a Referee Instructor to be appointed as Acting SDI, provided the official has been a Referee Instructor for at least three years and is scheduled to attend the next State Referee Instructor Course. The SDI is to be competent in:</p> <ul style="list-style-type: none"> • Planning, designing, implementation, and administration, including the ability to conclude projects • Referee Program instruction and training <p>Knowledge of the Laws of the Game, including referee procedures, techniques and mechanics</p>
Appointment:	<p>Jointly, for a fixed term, by the State Referee Administrator (SRA) with the consensus of the adult and youth state associations.</p> <p>Initial appointment is for a fixed two (2) year term, with subsequent appointments at the pleasure of the adult and youth state associations.</p>
Reports to:	State Referee Administrator, with functional responsibilities to the U. S. Soccer Federation National Program for Referee Development Office.
Responsibilities:	<p>1. Referees</p> <ul style="list-style-type: none"> • Develops, implements, evaluates and provides at least (5) hours of In-Service training for all levels of referees up to and including State Referee • Administers Entry Level Referee Courses • Conducts recertification of physical fitness test for referees Grade 7 and higher; and written test for all referees grade 8 and higher. • Conducts upgrade courses for upgrades as sanctioned by U.S. Soccer <p>Provides at least six (6) hours of preparatory training for National Referee candidates only.</p>

<p>Responsibilities: (Continued)</p>	<p>2. Referee Instructors</p> <ul style="list-style-type: none"> • Supervises and evaluates the instructional staff within the State Association(s) • Approves the assignment of all instructors, including out-of-jurisdiction. When the assignment is out-of-jurisdiction, ensures that the guidelines cited in this document are followed. • May recommend instructors for upgrade. All such recommendations are to be reported to the Manager of Referee Development and Education, and the State Referee Administrator or State Referee Chairman, as appropriate. May downgrade instructors for cause. • Responsible for ensuring that course content is the approved Federation curriculum. • Ensures that the Instructional Theory Into Practice (ITIP) Referee Instructor Course is taught by a nationally approved instructor with the assistance of the State Director of Instruction. • Conducts annual in-service training for all instructors to disseminate new material, Laws of the Game changes, Laws of the Game testing, and ITIP refresher modules. • Registers all instructors residing within the State Association jurisdiction with the Federation. <p>3. Instructional Programs and Materials</p> <ul style="list-style-type: none"> • Assures in-service training programs are up to date and conform to Federation guidelines • Disseminates Federation training material to all instructors. • Approves all non-Federation sanctioned instructional materials to be used for instruction within the State Association(s). <p>4. Law Interpretation</p> <ul style="list-style-type: none"> • Acts as the sole interpreter of the Laws of the Game within the State, disseminating standardized interpretations. Defers to the U. S. Soccer Federation National Program for Referee Development Office if uncertain about specific interpretations of the Laws of the Game. <p>5. Liaisons and Advisor</p> <ul style="list-style-type: none"> • Acts as liaison between the members of the State Instructional Program Committee, if one exists, for all matters pertaining to instruction, application, and interpretation of the Laws of the Game • Upon invitation, may advise affiliated Leagues, Clubs and Associations in the application and interpretation of the Laws • Acts as liaison between appropriate officials in matters concerning interstate teaching assignments <p>6. Administration</p> <ul style="list-style-type: none"> • Maintains record of all Clinics, Courses and Recertifications held within the state association to include attendees and instructors • Maintains communication with the State Referee Administrator
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**JOB DESCRIPTION:
STATE ASSIGNOR COORDINATOR**

Title:	State Assignor Coordinator
Function:	Responsible for the coordination of referee assignments by the referee assignors within the jurisdiction of the State Referee Committee.
Requirements:	Must be a registered U.S. Soccer Referee Assignor. Must be a minimum of 18 years of age and knowledgeable about the levels of games being assigned to referees within the State Association.
Appointment:	Jointly appointed, for a fixed two (2) year term, by the State Associations based on a recommendation from the State Referee Committee (SRC) or the State Referee Administrator if there is no SRC.
Reports to:	State Association(s) with functional responsibilities to National Program for Referee Development Office and the State Referee Committee.
Responsibilities:	<p>Determine priority of referee assignments each week for the State Associations based on what is scheduled for that week.</p> <p>Determining that all assignors meet the policy of U.S. Soccer Policy 531-8 with regard to registration.</p> <p>Serve as a member of the State Referee Committee</p> <p>Set up Entry Level Assignor Clinics.</p> <p>Set up recertification clinics for assignors if approved by the State Referee Committee.</p>