



# OHIO SOUTH STATE REFEREE COMMITTEE

## OSSRC Referee Program

Job Descriptions	Revision	Revised	Page No.	Adopted	Policy No.
	1	1/29/23	1 of 4	1/29/23	NA

### BOARD OF TRUSTEES:

#### A. STATE REFEREE ADMINISTRATOR (SRA)

1. The State Referee Administrator (SRA) is responsible for:
2. Carries out the mission of the National Program for Referee Development within the state organization (Ohio South State Referee Committee).
3. Overseeing the administrative and technical needs of the Ohio South State Referee Committee (OSSRC).
4. Verifying and processing OSSRC registration records as required.
5. Upgrading and downgrading officials as needed.
6. Recruiting and retaining officials to ensure coverage on all affiliate games.
7. Coordinating the duties and efforts of the OSSRC Board.
8. Distributing badges, books and other referee materials.
9. Maintaining open lines of communication with the U.S. Soccer Referee Department.

#### B. STATE YOUTH REFEREE ADMINISTRATOR (SYRA)

1. The State Youth Referee Administrator (SYRA) is responsible for:
2. Carries out the mission of the National Program for Referee Development within the state organization Ohio South State Referee Committee (OSSRC).
3. Assist with the administrative and technical needs of the Ohio South State Referee Committee (OSSRC).
4. Serves as liaison between the Ohio South State Referee Committee (OSSRC) and the State Youth Association (OSA).

#### C. STATE DIRECTOR OF REFEREE DEVELOPMENT (SDRD)

1. The State Director of Referee Development (SDRD) is responsible for:
2. Carries out the mission of the National Program for Referee Development within the state organization (Ohio South State Referee Committee).
3. Overseeing a referee coaching network to provide the instruction and assessment needs of the Ohio South State Referee Committee (OSSRC).
4. Providing clarification on the interpretation and application of the Laws of the Game.
5. Organizing courses and clinics for Referee Mentors and Referee Coaches.
6. Assigning Referee Mentors and Referee Coaches.
7. Verifying that OSSRC Referee Mentors and Referee Coaches have met all the registration and concussion certification requirements.

**D. OSSRC STATE ASSIGNOR COORDINATOR (SAC)**

1. The State Assignor Coordinator (SAC) is responsible for:
2. Carries out the mission of the US Soccer National Program for Assignor Development within the state organization Ohio South State Referee Committee (OSSRC).
3. Serves as liaison between the Ohio South State Referee Committee (OSSRC) and the Ohio adult and youth soccer associations.
4. Supervise the assignors within OSSRC.
5. Help develop and implement assignors and assignor instructor curriculum, content, and materials.
6. Plan, conduct and supervise basic and in-service assignor training.
7. Prepare and submit semi-annual Assignor Coordinator reports to the OSSRC.
8. Gather, organize, disseminate, and implement a library of assignors' materials, aids and packages for use in the assignor programs within OSSRC.
9. Verify that Ohio South Assignors have met all the requirements for certification.
10. Verifying and processing OSSRC assignor registration records as required.

**E. OSSRC SECRETARY**

1. The Secretary is responsible for:
2. Carries out the mission of the National Program for Registrations within the state organization (Ohio South State Referee Committee).
3. Be responsible for recording the minutes of all Board of Trustee and General Membership Meetings in accordance with the By-Laws.
4. Maintain a file of the minutes of all meetings and act as Historian for the Ohio South State Referee Committee (OSSRC).
5. Maintain and update the OSSRC Administrative files, i.e., including an OSSRC Board Member List, as well as the OSSRC By-Laws, Policies, and Job Descriptions.

**F. OSSRC TREASURER**

1. The Treasurer is responsible for:
2. Supervise the financial operation of the OSSRC.
3. Oversees the payment of all OSSRC bills.
4. Present detailed financial statements to the OSSRC Board of Trustees at each scheduled meeting.
5. Serve as the Chairman of a Budget Committee, which will be responsible for the preparation of a preliminary budget to be submitted to the OSSRC Board of Trustees for approval.
  - a) This budget is to be submitted no later than June 1st.
  - b) This budget shall identify and recommend all fees and expenditures.
6. Present annual financial reports made at the close of the fiscal year, which will be subject to audit.
7. Monitor and inform the Board of Trustees the status of each account balance allocated per the budget.
8. Provides financial data to accountant for IRS and State of Ohio tax reports.

**G. OSSRC US SOCCER LEARNING CENTER COORDINATOR (LC)**

1. The Learning Center Coordinator (LC) is responsible for:
2. Carries out the mission of the National Program for Registrations within the state organization (Ohio South State Referee Committee).
3. Serves as liaison between the Ohio South State Referee Committee (OSSRC) and US Soccer Referee Department.
4. Download member data from the US Soccer Learning Center.
5. Work with the OSSRC State Director of Referee Development.
6. Transfer fees and students within the US Soccer Learning Center.
7. Creates and manages OSSRC courses upon request in the US Soccer Learning Center.

#### **H. OSSRC REGISTRATION COORDINATOR (RC)**

1. The Registration Coordinator (RC) is responsible for:
2. Carries out the mission of the National Program for Registrations within the state organization (Ohio South State Referee Committee).
3. Serves as liaison between the Ohio South State Referee Committee (OSSRC) and US Soccer Referee Department.
4. Download member data from US Soccer Learning Center.
5. Transfer out of state referees.
6. Create profile for new referees.

#### **GENERAL ASSEMBLY:**

#### **I. OSSRC DISTRICT REFEREE DEVELOPMENT ADMINISTRATOR (DRDA)**

1. Appointment: The State Referee Administrator and the State Director of Referee Development with concurrence of the State Referee Committee for a fixed 2-year term.
2. The OSSRC District Referee Development Administrator (DRDA) is responsible for:
3. Report directly to the State Director of Referee Development (SDRD).
4. Carry out the mission of the National Program for Referee Development within the state organization (Ohio South State Referee Committee).
5. Serve as liaison between local officials and the OSSRC.
6. Carry out duties as delegated by the SDRD and the OSSRC.
7. Assign referee coaches/mentors to new grassroots outdoor training.
8. Schedule, set up and facilitate courses and fitness tests as requested by the SDRD.
9. Work with local high schools, soccer organizations, clubs and communities to recruit new referees.
10. Work with the SDRD and the OSSRC to provide referees with ongoing mentoring programs (academies, etc.).
11. Ensure that all referees conduct themselves in the appropriate manner and resolve any referee issues in cooperation with the OSSRC.
12. Assist referees having problems with the U.S. Soccer Learning System.

#### **J. OSSRC FUTSAL REFEREE DEVELOPMENT ADMINISTRATOR (FRDA)**

1. Appointment: The State Referee Administrator with concurrence of the State Referee Committee for a fixed 2-year term.
2. The OSSRC Futsal Referee Administrator (FRDA) is responsible for:
3. Report directly to the State Referee Administrator (SDRD).
4. Carry out the mission of the National Program for Referee Development within the state organization (Ohio South State Referee Committee).
5. Serve as liaison between the Futsal officials and the OSSRC.
6. Organize courses and in-service training materials for new and recertifying Futsal officials.
7. Work with the OSSRC Learning Center Coordinator (LCC) to create OSSRC courses for Futsal officials.
8. Verify that Futsal officials have met all the registration and concussion certification requirements.
9. Process and update registration records in the OSSRC data base for all certified Futsal referees.
10. Distribute badges to certified OSSRC Futsal officials in a timely manner.

#### **K. OSSRC DIRECTOR OF ACADEMIES (DA)**

1. Appointment: The State Director of Referee Development with concurrence of the State Referee Committee for a fixed 2-year term.
2. The OSSRC Director of Academies (DA) is responsible for:
3. Report directly to the State Director of Referee Development (SDRD).
4. Carry out the mission of the National Program for Referee Development within the state organization (Ohio South State Referee Committee).
5. Oversee, set up and define the individual and overall referee academy program.
6. Assign referee coaches/mentors to participate in the academies.

7. Be responsible for recording academy participants' performance and submitting a report to the SDRD.

**L. OSSRC REGISTRATION ADMINISTRATOR (RA)**

1. The Registration Administrator (RA) is responsible for:
2. Carries out the mission of the National Program for Registrations within the state organization (Ohio South State Referee Committee).
3. Serves as liaison between the Ohio South State Referee Committee (OSSRC) and US Soccer Referee Department.
4. Download member data from US Soccer Learning Center.
5. Transfer out of state referees.
6. Create profile for new referees.
7. Approve referee profiles in MASS COMPLETION SYSTEM.
8. Distribute badges to members complete in MASS COMPLETION SYSTEM.

**M. SOASA ADULT REPRESENTATIVE**

1. Representative appointed by the Adult Association (SOASA).
2. A non-voting General Assembly Member who may attend and participate at any open OSSRC Board of Trustee Meetings.

**N. OSA YOUTH REPRESENTATIVE**

1. Representative appointed by the State Youth Association (OSA).
2. A non-voting General Assembly Member who may attend and participate in any open OSSRC Board of Trustee Meeting.