

## **Southwest Michigan Women's Soccer Association Board Job Description**

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| <b>Title:</b>                | Referee Coordinator   |
| <b>Description:</b>          | Recruit and schedule referees for all SMWSA league games.<br>Serves as liaison between referees and board.  |
| <b>Length of Commitment:</b> | One year (two seasons).   |
| <b>Time Involvement:</b>     | One to three hours per week   |
| <b>Responsibilities:</b>     | <p>Recruit and schedule referees for all SMWSA league games.</p> <p>Serves as liaison between referees and Board Members including handling all referee concerns.</p> <p>Determines with Treasurer a payment schedule for all referees.</p> <p>Greets referees when possible before games and communicates scheduling changes and other general information.</p> <p>Works with board members to handle all matters including concerns from participants.</p> <p>Works with board members to set up divisions and place teams in those divisions.</p> <p>Responsible for opening and closing of the facility as board directs.</p> |