

February 4, 2004

SDCSRA Assignor Duties and Procedures

1. Uses best efforts to achieve 100% qualified coverage for all games assigned.
2. Maintains the following information;
 - a. Up-to-date rosters of referees. Notifies Computer Services (or SDCSRA membership administration person) of any changes.
 - b. Assignment records. Have work sheets turned in to Computer Services by the monthly due date (normally the first Friday of the month).
 - c. Active list of “top” referees.
 - d. Availability lists.
 - e. Keeps track of conflicts (referee/referee, or referee/team, club or league).
 - f. Keeps addresses and instructions for locating all fields they assign and makes them available to all referees.
 - g. Tracks any field or venue changes.
 - h. Notify Computer Services of any changes of billing address for leagues in your area.
 - i. Have a backup plan for cancelled games, rescheduled games or referee unavailability.
3. Help referees and the SDCSRA in the following ways;
 - a. Assists in providing games that will help referees grow, improve, and when appropriate will meet upgrading requirements.
 - b. Assists instructors by providing information to assist the referees being assigned.
 - c. Assists assessors by providing games for the referee for assessment purposes. Also coordinates with the assignor of assessors.
 - d. Represents referees before leagues, teams, etc.
 - e. Assists with mentor programs.
 - f. Recommends referees for “Cup” games, high level tournaments, etc.
 - g. Encourages referees.
 - h. Develops and assists in recruiting programs.
 - i. Attends SDCSRA related meetings including:
 - Monthly referee meeting (normally held at 7:00 PM on the 3rd Monday of the month)
 - Assignment Secretary meeting (normally held an hour before the referee meeting).
 - j. Rotates referees fairly (including different teams, fields, games and levels)
 - k. If also a referee, ensures there is no self preference in assignments.
 - l. Observes equal opportunity.
 - m. Enforces the policies of USSF and SDCSRA.

SDCSRA

Assignor Duties and Procedures

February 4, 2004

Disclaimers:

The Membership List/Referee Printout is the Proprietary Property of the San Diego County Soccer Referees Association. Any use of this information for other than Association Assignments is prohibited. Providing information contained in this list to anyone is prohibited. Requests for membership information shall be directed to the President.

This information is Proprietary Property of the San Diego County Soccer Referees Association. Any use of this information for other than by or for the Association is prohibited. .

- n. Adheres to assignment deadlines. Notify leagues by Thursday night (or two days before the scheduled competition) of any games that are not covered.
 - o. Is familiar with the strengths and weaknesses of referees.
 - p. Does not allow referees to switch games or duties without proper authority.
 - q. Gives preference/priority to assigning affiliated games (as stated in the USSF Code of Ethics).
4. Coordinates with the Director of Assignments.
 - a. Contact the Director of Assignments when additional referees are needed.
 - b. Notify the Director of Assignments of available unassigned referees.
 - c. Receives approval from the Director of Assignments, or the President, before giving fields to other assignors to assign.
 - d. Respects and cooperates with other assignors.
 - e. Develops referee exchange program with other Assignment Secretaries under the Direction of the Director of Assignments.
 - f. Do not accept to assign any games (other than your normal league games) without the approval of the Director of Assignments or the President.
 - g. Do not accept to assign any tournament without the approval of the Director of Assignments or the President.
 5. Attends Assignor training as required.
 6. Disseminates information to referees as requested by the SDCSRA, including information about:
 - a. Policies
 - b. Rules
 - c. Laws
 - d. Interpretation of Laws
 7. Adheres to the SDCSRA email policy:
 - a. All emails pertaining to assigning games that are sent to persons outside of your local assignment areas shall be copied to the Director of Assignments and contain the following disclaimer; "Referees shall not turn back any assigned games and shall check with their regular assignment secretary first before accepting any games being offered through the email message".
 - b. All emails that deal with SDCSRA issues (rules, regulations, procedures) that are sent to SDCSRA membership shall be copied to the President.
 - c. All requests for mass emails to be sent to the SDCSRA email distribution list must be approved by the Director of Assignments or the President.

SDCSRA cost reimbursement policy for assigning. SDCSRA will provide postage, mailing labels and return envelopes. Assignors are expected to cover other costs out of their assignment fees. Any extraordinary costs may be brought to the Board for consideration.

SDCSRA

Assignor Duties and Procedures

February 4, 2004

Disclaimers:

The Membership List/Referee Printout is the Proprietary Property of the San Diego County Soccer Referees Association. Any use of this information for other than Association Assignments is prohibited. Providing information contained in this list to anyone is prohibited. Requests for membership information shall be directed to the President.

This information is Proprietary Property of the San Diego County Soccer Referees Association. Any use of this information for other than by or for the Association is prohibited. .