



# Suggested Duties – MNSI Club Officials’ Coordinator

Updated May 2022

The Club Officials’ Coordinator is a club’s point person for recruiting new officials, ensuring sufficient officials in assigned (Meet Referee, lead Administrative Official/Referee, lead Deck Referee, and lead Starter) and non-assigned positions are available for home non-L3 meets, and assisting visiting club officials’ coordinators in finding officials for away meets. The Club Officials’ Coordinator is often the club’s primary meet referee, but does not have to be. Officials’ certified in all roles are welcome to serve as the Club Officials’ Coordinator, as are coaches and other non-athlete volunteers. All clubs are different, so the duties of the Club Officials’ Coordinator may vary from club to club.

Below are some suggested duties/responsibilities of the Club Officials’ Coordinator:

## Home Meet Coordination

- Manages an email listing of officials for the club and communicates information regarding upcoming home meets with club officials.
- Has an understanding of the roles and responsibilities of each position on deck (stroke and turn, starter, chief judge, deck referee, administrative official/referee, meet referee).
- Has an understanding of the level of the meet and officiating requirements.
- In collaboration with the Meet Referee, coordinates all officials to be on deck for all sessions of a meet.
- In collaboration with the Meet Referee, communicates with Officials’ Coordinators from visiting teams.
- In collaboration with the Meet Referee, recruits assigned officials (starter, chief judge, deck referee, administrative official/referee, meet referee) by the entry deadline.
- Communicates sign up information, for officials to volunteer, to clubs and Officials’ Coordinators. It is recommended to include officials sign up information in the meet information.

## Visiting Meet Coordination

- Manages an email listing of officials for the club and communicates information regarding upcoming away meets with club officials.
- Communicates with host club Officials’ coordinator and/or Meet Referee regarding officiating needs for the meet.

## Recruiting and Training

- Assists the club in recruiting new officials.
- Communicates training/clinic opportunities to new and advancing officials.
- Encourages current officials to shadow official positions when appropriate.
- Coordinates annual non-athlete membership forms per team processes.
- Manages a club level “How to Become an Official” document, or references the MNSI website.
- Supplies apprentice forms to shadowing officials for all positions.
- Provides instructions for ordering shirts and name badges.
- Regular communication with Club membership via email, social media, and other channels to promote the recruitment of new officials.
- Point person for questions of new and current club officials.