

**Colorado USA Wrestling
MAT OFFICIALS DIRECTOR Job Description**

General

1. Must maintain a current USA Wrestling and CUSAW officials membership.
2. Attend all CUSAW Board meetings, on which you have a voting position.
3. Be directly accountable to the Board and the Chair.
4. Make a year-end detailed report at the September Annual Meeting and as otherwise requested by the Board or Chair.
5. Attend at least one national level training session per year.
6. Serve as head official for those local and state tournaments in which you are involved.

September – February

1. Prepare year-end detailed report on officials' growth, experience, concerns, and needs.
2. Review payment structure. Revise as needed and present for Board approval.
3. Read and revise as needed the Officials Intro Letter (in the Communications folder).
4. Maintain and update Mat Officials records and documentation on the Director's flash drive.

March – May: Weekly

1. Update contact lists / check email & cell info to facilitate weekly communication for availability.
2. Submit to the Treasurer a weekly spreadsheet accounting for officials and payments.
3. Maintain a weekly communication with the Events Director.
4. Contact tournament host directors to determine number of mats & officials needed.

March – May: Overall

1. Make sure new officials register online at <http://www.uswoa.com/> and take the Safe Sport Course.
2. As new officials pass the background check and receive their license, send them the instructional materials including the USWOA PowerPoint (if too large to send, download to individual drives).
3. Design and prepare a new shirt order based on new officials (and returning refs if shirt changes).
4. Set a date and site for the March Rules Clinic. Consider having a national level clinician.
5. Send out calendar to ask officials to sign up in advance for tournaments.
6. Post updated USWOA rules to Mat Officials page on the website. Repost as necessary.
7. Evaluate officials weekly, establish mentorships, and determine summer duals officials.
8. Invite experienced officials to further their growth by participating in Kids Nationals & Fargo.

June – July

1. Prepare officials for the 3-person mechanics at regional and national level competition.
2. Dialogue with summer duals officials about state representation and national expectations.
3. Encourage officials to attend an Officials Education Program (OEP) whenever possible.
4. Give the treasurer names of those officials working duals to insure payment for their service.
5. If you are not at the duals, communicate with those officials during the 4-day event to discuss what they are learning and to help them resolve any difficulties.
6. Send list for recommended upgrades to USWOA Secretary by August.