

**Referees' Commission Domestic
Assignment Committee
Tournament Personnel**

Referee Coordinator's Responsibilities

- Prepare and distribute Lead Assigner and Assigners' competition schedules 10 days prior to the tournament.
- Assign referees to daily competitions and post the assignments in a timely manner e.g. before 2 p.m.
- Submit referee competition assignments to the IT Lead by 2 p.m. daily to ensure the referee lists for each event are entered, to facilitate auto-assign of referees upon close of registration and completion of withdraws.
- Submit the next day's referee assignments and report times to the National Office staff member for posting on the USA Fencing website.
- Organize the referee assignment cards by daily competitions and make available for the competition Assigners in a timely manner.
- Consult with the appropriate BC personnel as needed to ensure the smooth running of the tournament.
- Serve as the liaison, as needed, for the referees with on-site National Office staff and Bout Committee.
- Collect from the Assigners the completed daily referee ratings for each competition, along with any applicable comments.
- Input the referee ratings and comments onto the referee ratings spreadsheet.
- Hold daily morning orientation meetings for newly arrived referees (if required); cadre meetings to be called as needed.
- Review Assigners' referee ratings and bring to the Assigners' attention any omissions or anomalies e.g. rating inconsistent with level referee officiated.
- Advise weapon Assigners of any referee who should have a written observation.
- Submit completed referee ratings spreadsheet to Bruce Gillman so immediate upgrades and year renewals can be posted in the RC referee database.
- Submit completed referee ratings spreadsheet to the Domestic Assignments Committee immediately following the competition.

Requirements of the person filling the role of Referee Coordinator:

- Be familiar with the members of the referee cadre.
- Have knowledge and competence in the preparation and use of Excel spreadsheets.
- Possess the ability to multi-task.
- Possess excellent organizational skills.

Lead Assigner's Responsibilities

- 1. PLACE ALL REFEREE ASSIGNMENT INDEX CARDS IN THE PLASTIC BOX ON THE BOUT COMMITTEE TABLE.
No cards, no referees for the next day.**
2. Work closely with the BC Chair to ensure a most efficient competition day
3. Monitor event Assigners – assist as needed
4. Be aware of the use of minor referees in the competitions
5. Ensure that referee reports for the day's events are completed and submitted to the Referee Coordinator.
6. Serve on the Bout Committee if there is a protest.
7. Review Black Card Forms as needed.

Assigner's Responsibilities

1. Understand that you have been hired to assign referees and administer competitions. Under no circumstances should you be involved in any aspect of coaching while serving in the role of Assigner; to do so would be a breach of ethics.
2. ENSURE THAT ALL THE REFEREE ASSIGNMENT INDEX CARDS ARE GIVEN TO THE LEAD ASSIGNER AT THE END OF YOUR COMPETITION. No cards, no referees for the next day.
3. Work closely with BC personnel running your event.
4. Complete and submit the referee ratings reports immediately to the Lead Assigner, at the completion of the competition. Do Not Leave The Venue For The Day Without Submitting A Completed Referee Ratings Report.
 - The referee ratings reports come from the BC Tech working the computer for the competition.
5. First round pools will be computer generated randomization of referee assignments from the list of referees submitted to the BC by the Referee Coordinator.
6. Assign referees to be observed to mentors after pool draft has been printed.
7. Assign Pod Captains and referees to the DE table.
8. Cooperate with other Assigners to ensure adequate referee coverage for all events.
9. Schedule and monitor mentor observations of novice and experienced referees; distribute and file referee observation reports.
10. Monitor minor age referees to ensure their work is within the protocols:
 - a. Only be assigned for 8 hours or less, plus a 30min. lunch break, within a 24 hour time period.
 - b. There is a parent/guardian in the venue to supervise the underage referee throughout the entire time of their assignment.
11. Observe referees at work to confirm ratings increase and who should be used in the final bouts.
12. Monitor the cadre for the event(s) and ensure that everyone has had a timely lunch.
13. Hear protests/disputes/complaints.
14. Complete Black Card Form as needed.