



## **Tualatin Timberwolves Youth Football Association**

P.O. Box 394  
Tualatin, OR 97062  
[www.tualatinyouthfootball.org](http://www.tualatinyouthfootball.org)

### **Officials Scheduler** **"Non-Voting"**

#### **Objective:**

The Officials Scheduler (OS) is responsible for recruiting, proper training, and scheduling of all referees during the football season. The OS shall perform other duties as prescribed by the **Coach of Coaches**.

#### **Responsibilities:**

- Work with the **Coach of Coaches** and the Board to ensure the proper quantity and quality of referees are prepared for the football season
- Maintain a list of all eligible officials with contact information
- Maintain an updated log of hours worked by officials. Provide to the Coach of Coaches for review after every game
- Coordinate all game day help with Team Parents/Parent Volunteers (i.e. time clock, etc.)
- Attend board meetings if requested by the board
- Perform other duties as prescribed by the **Coach of Coaches** or the Board

1/17/06