

# Colorado USA Wrestling



## PAIRING 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 Pairing Official for those local and state tournaments in which you are involved.

### September – February

1. Make sure all officials register online at <https://www.usawmembership.com/login> and take the Safe Sport Course.
2. Review payment structure. Revise as needed and present for Board approval.
3. Read and revise as needed the Officials Intro Letter.
4. Maintain and update Pairing Officials records and documentation.
5. Work to encourage Folkstyle involvement with Event Director and Equipment Director.
6. Assign Pairing Officials to Folkstyle events who want to work with CUSAW.
7. Submit to the Treasurer a weekly accounting for tournaments, officials and payments.
8. Make sure all computers are working and software is updated.
9. Make sure printers are working and extra toner has been purchased by Equipment Director.
10. Work with Event and Equipment Directors on equipment needs for the upcoming Spring season.

### March – May: Weekly

1. Update contact lists / check email & cell info to facilitate weekly communication for availability.
2. Submit to the Treasurer a weekly accounting for tournaments, officials and payments.
3. Maintain a weekly communication with the Events Director and Equipment Director.
4. Along with Event Director maintain a weekly communication with the CUSAW clubs and coaches about registration and weigh-ins.
5. Help Event Director create event flyers in advance of all tournaments.
5. Maintain list of coaches' contacts participating in CUSAW events during the year.
6. Contact tournament host directors to determine number officials needed.
7. Act as Head Pairing Official at all scheduled events (or designate another Pairing Official)

### March – May: Overall

1. Make sure all officials register online at <https://www.usawmembership.com/login> and take the Safe Sport Course.
2. Design and prepare a new shirt order based on participating officials
3. Participate in the CUSAW Summit in March with Pairing Officials Clinic.
4. Send out calendar to ask officials to sign up in advance for tournaments.
5. Prepare and invite experienced officials to further their growth by participating in Regionals and Nationals.

### June – July

1. Attend Regionals and Nationals to improve and keep up with advancements.
2. Order equipment for Pairing Officials who participate Nationally.

### August

1. Attend State Leadership Summit to learn what is coming down the pike for USA Wrestling that would also affect CUSAW.