

Guide to Organizing Referees/Captains' meeting, NSTSWSL

- Decide on preferred time and date in conjunction with President and Referee Assigner. Avoid 1st week of the month as many groups have their meetings then and rooms will be tight.
- Call North Vancouver Rec centre and ask for booking person to see what's available. It will need to accommodate about 30 people and will need a screen or suitable wall for showing slides/video.
- Ask the BC Soccer Referees Association president for speaker. For 2013-14 call Nick Hawley (604-985-4421) for advice on who this may be. Ask for their preferred compensation arrangement. They may like to have the league pay annual membership for those of the league's referees who are not already members. Most of them will already be members as they referee in other leagues which require membership in order to be employed. It is ~\$50/y/ref.
- Once confirmed make sure all team captains are informed and have RSVPed. If they can't come themselves they should send a designate. Make it obligatory to have someone attend from each team.
- Discuss preferred format with the speaker and make sure they are oriented to our league's oddities.
- Invite the refs and captains well in advance and give frequent reminders. Try to get numbers in advance from referee assigner. We usually get a \$10-\$20 Starbucks card for each ref for attending in their own time.
- Make sure AV equipment is coming with ref or provided by league. Check that a functioning electric socket is available and extension cable if needed.
- Get there early to ensure room is set up properly and signage is clear. Take equipment for signage just in case.
- Consider refreshments.
- Call the meeting to order no more than 5 mins after posted start time, and introduce referee speaker. Tell captains that they are expected to make notes and to summarize the discussion for their teams. Tell them that they are responsible for the behaviour of their players on the field including before and after games, including their knowledge of the rules, and their interactions with other players. It's not just about taking the toss. The captain should also address any of their supporters' behaviour if necessary.
- Ensure all get opportunity to ask questions, and that no one individual monopolizes the discussion or is offensive.
- Thank everyone for participation.
- Ensure the room is clean and furniture replaced afterwards.
- Debrief at next Executive Meeting.