



CYSL Manual

APPOINTED POSITIONS, DUTIES & COMPENSATION

APPOINTED OFFICERS: In accordance with Article 6.7 of the CYSL Constitution, the following positions are appointed by the President and approved by the Executive Committee. Compensation is approved annually by the Board of Directors via the League Budget.

- **Term:** All positions are one-year terms (July 1 – June 30).
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1. Director of Referee Affairs

Reports To: 1st Vice President

Purpose: To improve the quality and quantity of referees servicing the League.

- 1.1. To be appointed, you must be both an MSCR Certified Referee and an MSCR Certified Mentor.
- 1.2. Shall recruit, train, and develop referees within CYSL to ensure a sufficient pool of qualified officials.
- 1.3. Serves as the official liaison between CYSL and the Massachusetts State Referee Committee (MSRC).
- 1.4. Shall advise the Standards Committee on matters regarding referee protocols and rules of the game and participate in hearings when necessary.
- 1.5. **Compensation:**
 - 1.5.1. **Stipend:** \$250.00 per season.
 - 1.5.2. **Training Rate:** \$75.00 per hour for training instruction. Not to exceed six (6) hours per season without Executive Committee Approval.
- 1.6. **Expenses:** Reimbursement of required certification fees.

2. Referee Training Coordinator

Reports To: Director of Referee Affairs

Purpose: To oversee the network of Member Association Assignors and ensure game coverage.

- 2.1. To be appointed, you must be both an MSCR Certified Referee and an MSCR Certified Mentor.
- 2.2. Appointed by the Director of Referee Affairs to assist with administrative tasks, including scheduling courses, managing registration, and communicating with trainees.
 - 2.2.1. The Executive Committee retains the authority to review and override this appointment at its discretion.
- 2.3. **Compensation:**
 - 2.3.1. **Stipend:** \$250.00 per season.
 - 2.3.2. **Training Rate:** \$75.00 per hour for actual training instruction. Not to exceed six (6) hours per season.

2.3.3. **Expenses:** Reimbursement of any required certification fees.

3. **Director of Assignors**

Reports To: 1st Vice President

Purpose: To oversee the network of Member Association Assignors and ensure game coverage.

- 3.1. To be appointed, you must be an MSCR Certified Assignor.
- 3.2. Shall oversee and coordinate the Member Association Assignors to ensure every town has adequate coverage.
- 3.3. **Meetings & Reporting:** Shall convene and preside over at least two (2) meetings per year with all Association Assignors to review protocols and ensure the uniform application of all local laws and CYSL Game Rules. The Director is required to record minutes for these meetings and distribute the notes to the Executive Committee.
- 3.4. **Standards Committee Liaison:** Serves as the primary point of contact when the Standards Committee requests game reports or additional supplemental reports from an Association Assignor or the specific referees assigned to a game under review.
- 3.5. Monitors game coverage and compliance with League assigning policies.
- 3.6. **Mentorship:** Guide new Town Assignors regarding best practices for communicating with referees and coaches.
- 3.7. **Dispute Resolution:** Act as the first point of escalation for disputes regarding referee payments or assignment irregularities.
- 3.8. **Compensation:**
 - 3.8.1. **Stipend:** \$250.00 per season.
 - 3.8.2. **Training Rate:** \$75.00 per hour for actual training instruction. Not to exceed six (6) hours per season.
 - 3.8.3. **Expenses:** Reimbursement of any required certification fees.

4. **League Statistician**

Reports To: 2nd Vice President

Purpose: To ensure the accuracy of league standings and game results.

- 4.1. **Data Integrity:** Monitor the league database to ensure no unofficial scores or unauthorized forfeits are entered into the system.
- 4.2. **Data Entry:** Monitor the score reporting system. Follow up with coaches or Town Reps who fail to report scores within the mandated 48-hour window.
- 4.3. **Reporting:** Provide a weekly report to the Competition Committee Chair, Standards Committee Chair, and Treasurer to ensure the accurate recording of forfeit requests and the assessment of fines for non-reported game scores.
- 4.4. **Standings:** Publish weekly standings. Verify goal differentials and points.
- 4.5. **Compensation:**
 - 4.5.1. **Rate:** \$0.25 per game, per season (calculated on Fall, Spring, and Playoff games).

5. **Tournament Director**

Reports To: President / Executive Committee

Purpose: To execute a professional and safe post-season playoff tournament.

- 5.1. Responsible for the planning, organizing, and execution of the CYSL post-season tournament and Dave Coumts Cup.
- 5.2. **Scope:** The responsibilities of this position are strictly limited to the CYSL post-season tournament at the U12 and up levels. This role does not include oversight or management of U10 jamborees.
- 5.3. **Logistics:** Manages tournament logistics, including scheduling, roster checks, coordination of Field Marshals, and awards.
- 5.4. **Referee Assignment:** If the Tournament Director is a certified Assignor, they shall be responsible for assigning referees for tournament games. If the Tournament Director is not a certified Assignor, they must coordinate with the Director of Assignors to facilitate game assignments.
- 5.5. **Compensation:** (To Be Determined Prior to Spring 2026 Season)
 - 5.5.1. Rate: (\$8.00) per game assigned.
 - 5.5.2. Stipend: \$250 per CYSL Spring Post-Season.

6. **Webmaster / Technology Director**

Reports to: Secretary

Purpose: To manage the digital presence and communication infrastructure of the League.

- 6.1. Responsible for the overall maintenance, security, and updates of the CYSL website.
- 6.2. Publishes content, news, and document updates.
- 6.3. Provides technical support to League users.
- 6.4. **Compensation:**
 - 6.4.1. **Stipend:** \$100.00 per season.
 - 6.4.2. **Projects:** Additional compensation may be considered by the Executive Committee for major website redesigns or significant architectural changes.

7. **Referee Systems Administrator (Assignr Software Admin)**

Reports to: 1st Vice President and Director of Referee Affairs

Purpose: To manage the digital presence and communication infrastructure of the League.

- 7.1. Responsible for managing the League's referee assigning software (Assignr).
- 7.2. Manages user accounts, permissions, and settings for Assignors and Referees.
- 7.3. Provides training and troubleshooting for Association Assignors.
- 7.4. **Financial Reporting:** Provides detailed reports to the Treasurer to facilitate financial coordination.
- 7.5. **Misconduct Reporting:** Provides weekly game reports to the 1st Vice President and the Director of Assignors, showing all misconduct and administrative reports.
- 7.6. **Compensation:**
 - 7.6.1. Stipend: \$250.00 per season.

8. **Schedule Administrator**

Reports to: 2nd Vice President

Purpose: To create a fair and conflict-free game schedule.

- 8.1. Generates the comprehensive league game schedule based on Competition Committee matrices.
- 8.2. Reviews and honors special scheduling requests where feasible.
- 8.3. Converts schedules for upload into League and Referee software.
- 8.4. Communicates schedule changes to stakeholders.
- 8.5. **Compensation:**
 - 8.5.1. **Rate:** \$0.50 per game per season (calculated on Fall, Spring, and Playoff games).