New Lambton Football Club Juniors
Position Description – Referee Coordinator

JOB TITLE:

Referee Coordinator

OBJECTIVE:

The primary purpose of the position is to ensure adequate numbers of suitably qualified and experienced officials are available for all club games. To provide relevant and valued referee support in the club environment, and to monitor and mentor referees to conduct appropriate quality football activities that will enhance the players', referees' and coaches' experience.

RESPONSIBILITIES:

- Develop a positive club refereeing culture.
- Promote inclusive practice within the refereeing at the club.
- Organise recruitment and assignment of club referees – liaise with club Recruitment Officer and / or Volunteer Coordinator for assistance, as necessary.
- Compile and maintain a register of all current referees including contact details and level of qualifications.
- Ensure adequate and timely initial and refresher training is provided to all referees.
- Monitor and mentor club referees and provide support based on their needs / wants.
- Ensure the referees have access to appropriate resources including websites.
- Ensure referees are aware of any development opportunities including observing senior referees and up to date information related to referee education.
- Present referees with relevant information at the start of the season and update at regular intervals.
- Ensure referee registration is completed for each club referee, and ensuring each referee is aware of responsibilities.
- Liaise with Federation staff / personnel and other Referee Coordinators.
- Attend meetings / workshops in relation to the role of the Referee Coordinator.

RELATIONSHIPS:

- Reports to the Operations Manager and General Committee.
- Liaises with all referees and other game officials, team managers, coaches, players and club staff.
- Will be in regular contact with referees, referee mentors, Recruitment Officer and other relevant personnel.

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ACCOUNTABILITY:

- It is the responsibility of the Referee Coordinator to ensure each game has a referee in place who is qualified and suitable to referee that level game.
- Reports to the General Committee to ensure all members are aware of any upcoming officiating courses available, etc.
- The estimated time commitment required as the Referee Coordinator is up to 2 - 3 hours per week.

ESSENTIAL SKILLS:

- Desirable: Minimum 12 - 24 months refereeing / officiating experience at Junior level.
- Well-known and respected within the club.
- Good understanding of the Rules of the Game.
- Sound organisational and scheduling skills.
- Good communication skills – both verbal and written.
- Well-developed interpersonal skills, including empathy and caring qualities.
- An ability to think on their feet, be proactive.

DESIRABLE SKILLS:

- Ability to plan events and activities for a year.
- Rostering skills.