

Referee Coordinator



South Tweed Community Touch Association Incorporated

Position Description

Position Title: Referee Coordinator

Reports To: President, Vice President, Treasurer, Secretary and Registrar

Role Description

A. Primary Purpose of the Role

The Referee Coordinator is responsible for managing the referees of the South Tweed Community Touch Association Incorporated. Paid position \$150 pw or \$30 per hour if it is a short Season

B. Role Responsibilities

- Contact referees from past Seasons via text message
- List all current referees and Teams they play in
- Contact South Queensland Border Districts Touch Association (SQBD) to organise a Level 1 Referees Course before the Season commences
- Liaise with SQBD to organise a Referees Coach for the Friday Night Season (if the previous Season's Referee Coach is not available)
- Advertise of any courses available via the Club's website and Facebook Page (e.g. Level 1 Referee Course etc)
- Allocate referees weekly and make sure these games do not clash with the referee's game they are playing
- Contact referees via text message and ask for a confirmation response to be sent in writing
- Complete referee sheet allocations and make sure you have two referees per game where possible also make sure the referee that is allocated to the game is capable to ref that age group, the higher the referees badge level determines the age group to suit their qualification
- Organise the score cards – cut them out, check field locations are correct, write referee names on the cards, place on mini clipboards this must be completed by Friday morning
- Ensure any incidents or reports regarding the referees are filled out within the timeframe of the evening
- File copies of all correspondence and retain for the required timeframe
- Contact QLD Touch or other governing bodies if necessary
- Pump up Match Official Balls before 4pm Friday afternoon
- Hand out score cards to Referees on Friday Night from 4pm including the Match Official Ball
- Collect the score cards at the end of each game time
- Enter Referee payments into Xero and liaise with the Treasurer
- Enter scores into Mysideline
- Print out the current rule books for new referees
- Liaise with the Referee Coach
- Liaise with the Referee Mentors
- File Team sheets after each time slot
- Order Match Official Balls when required
- Liaise with the Treasurer regarding refunds for referees who have completed the Level 1 Course and have refed five (5) weeks on field
- Update the password register when required (new account or password change)
- Update your position description and any operating manuals, policies and procedures and provide the Secretary with the updated version prior to the Annual General Meeting

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Essential Skills and Requirements

- Be willing to learn and fulfill the primary purpose of the role and responsibilities and be receptive to change
- Act in the best interest of the Club Members at all times
- Dedicated Club person, be an active Club member and attend all Committee Meetings
- Undertake the role in good faith and honesty, be unbiased and impartial on all issues
- Have good planning and organisational skills and be able to communicate with a wide range of people
- Have a good understanding of sporting competition requirements at local, regional and higher levels
- Effective communicator and able to provide calculated opinion in group discussions at Committee Meetings
- Proficient computer skills
- Be discreet and able to maintain confidentiality on relevant matters
- Hold or willing to apply for a current volunteer Working with Children Check

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the President of the conflict who will immediately inform all other Committee Members.