

GOULBURN TOUCH ASSOCIATION



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 Carr-Confoy Oval, Goulburn

Position Description – Referee Coordinator

Job Purpose	<ul style="list-style-type: none"> The Referee Coordinator is the principal leader of referees within Goulburn Touch. The role includes the development and ongoing support of Referees as a key strategic priority providing advice, recommendations, guidance, leadership, accountability and to achieve positive outcomes for the club.
Job Responsibilities	<p>Primary responsibilities for the role of the Referee Coordinator:</p> <ul style="list-style-type: none"> Foster the attraction, retention and development of Referees in the Association. Organise, manage and encourage relevant referee courses. Attend meetings/seminars as required at regional and state level. Coordinate all facets of referee requirements for tournaments, while liaising with the Executive, as required at Gala Days, Rebels and NSWTA events. Identify prospective candidates to be considered for recruitment internally, encourage upgrades, run programs, manage squad members, promote referees to higher level representations and advocate for Goulburn based referees. To keep fully aware the changes in both the direction and trends of Touch, Refereeing and rule changes, and communicate with the referee team. Manage the appointments of Goulburn based local competitions in line with existing draws through allocation, scorecard creation and distribution to the Competition Administrator on game night or prior. Follow the lead of the Competition Administrator on game nights to ensure flow of games and logistics. Lead, manage and assist where required each Competition Referee Coordinator in all tasks. Lead, manage and assist where required the Junior Referee Coordinator in all tasks. Provide information with reasoning on referee related awards for consideration by the Executive. Provide reporting to the Executive where required, including ad hoc, General and Annual General Meetings. Source grant or sponsorship opportunities for the referee arm at Goulburn Touch and present to the Executive for approval. Be prepared to make difficult decisions on behalf of the club with Executive approval if and when necessary. Assist where possible the needs and tasks required by the club.
People Management	Yes – accountable for all Referees and Volunteer Working Groups
Budget Management	Yes – required to work with the Treasurer on all referee payments
Reports To	Executive Committee

Note:

- This position requires a clearance/s to work with children which is an essential component of this role and therefore to continuing employment.
- The ordinary working hours for the position can include duty on weekends and evenings.
- The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment.

JOB HOLDER CAPABILITIES	
Qualifications and Experience	<ul style="list-style-type: none"> • Previous experience in a leadership role in a not-for-profit, volunteer-based organisation is preferable. • Management qualifications and/or related field experience. • Knowledge of the laws and legislation relating to non-profit organisations.
Knowledge and Skills	<ul style="list-style-type: none"> • Strong understanding and working knowledge of the club constitution, rules, by-laws, policies and procedures. • Strong communication and interpersonal skills, with particular emphasis on public speaking. • Strong management skills and ability to delegate and work collaboratively with committee members. • Well-developed decision-making skills. • Experience with planning and operations. • Receptive to change. • Dedicated club person and good role model when representing the committee. • Understanding of the technical arm of referee and referee coaching.