



JOB DESCRIPTION & KPI

Job Position: Referee Coordinator

Year: 2021

Purpose of the Role:

The Referee Coordinator will assist the Head of Refereeing with any and all assigned administrative task to include but not limited to: Assigning and confirming games with referees via the Powerupsports app and/or manually on excel spreadsheets. Be on site each Saturday during the RWYL to ensure administrative operations are satisfactorily completed. Assist in the completion of special projects such as UEFA Assist and be available before, during and after referee courses to ensure completion of any and all related administrative task are completed in a timely manner.

Key Areas of Responsibilities:

- Maintain a database of all referees including but not limited to, their pathways, assessments, feedback, notes, classifications, certifications, qualifications and accurate contact information;
- Maintain Disciplinary Committee decisions and Referee Reports database as well as hardcopy folder.
- Work with the Head of Refereeing to facilitate programs and the overall well-being of the Referee Department; as well as communicate effectively to the Executive Committee, leagues and football community;
- Assist Head of refereeing with the set-up and execution of programs such as Referee Courses, Camps, Workshops, Appreciation Events, etc.
- Assist other Referee Department personnel such as Referee Instructors, Fitness Instructors, Assessors, Mentors, etc., with administrative task.
- Be present and on-site each Saturday during the RWYL to oversee any and all administrative task are completed
- Assist Head of Refereeing with the accurate control of assets such as but not limited to Referee Uniforms, Referee Equipment, Referee Course Supplies and Equipment and Office supplies.
- Assist the Head of Refereeing with maintaining the department budget
- Be available to assist with visiting match officials or other dignitaries;
- Any other related administrative task as assigned.

Key Outcomes (KPI):

- Timely and accurate maintenance of all databases and hard copy documents;



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- Increase the number of referees supporting the adult leagues;
- Ensure all administrative duties required for the set-up and execution of special programs is done in a professional, timely and accurate manner;
- Be on-time and available each Saturday during the RWYL;
- Work to support the Referee Appointment Officer to increase % coverage of matches by a qualified referee in sanctioned leagues;
- Effective and timely communication with football stakeholders at all levels;
- Timely delivery of reports and attendance to meetings, as applicable;

Knowledge, Behavior and Skills Required:

- Passionate about and committed to the development of Referees;
- Ability to handle multiple priorities and meet deadlines (programs, courses, reports, etc);
- Available to work evenings and weekends, as necessary;
- Have experience using administrative computer apps including MS office, Excel, etc.;
- Excellent communication skills in a range of environments including those requiring public facing responsibilities;
- Strength of character to maintain perspective and direction;
- Experience in assisting a diverse group of stakeholders;
- An ability to build credibility and trust amongst the elite refereeing group and external stakeholders;
- Ability to work autonomously and effectively and with a strong attention to detail;
- Excellent verbal and written communication skills;
- Willingness to become familiar with the IFAB Laws of the Game for all types of football (Beach Soccer, Futsal, etc.)
- Willingness to work with and assist other departments with the GFA if needed and /or requested:
- Police Check or willingness to gain one;