



HUNTER WESTERN HORNETS TOUCH FOOTBALL

POSITION DESCRIPTION

REGIONAL DIRECTOR OF REFEREES [RDOR]

Preamble

The Regional Director of Referees (RDOR) is the principle leader of referees within the Hunter Western Hornets Touch Association [Hornets] region.

At the operational level, the major function of the RDOR is to facilitate the coordination of referee recruitment, development and retention, with a key focus on referee courses and directing all facets of referee requirements for Hornets run tournaments.

The RDOR an appointed member of the Management Committee.

1. Responsible To

1.1. The Regional Director of Referees is responsible to the TECHNICAL DIRECTOR.

2. Direct Reports

- 2.1. Referee Panel Members
- 2.2. Referee Managers
- 2.3. Tournament Referees

3. Knowledge and Skills Required

- 3.1. Strong Communication skills
- 3.2. Good networking and interpersonal skills
- 3.3. Able to meet strict deadlines
- 3.4. Respectful and effective communication
- 3.5. Possess maturity, self-confidence and tact and the ability to deal effectively with Referees, Players and Officials at all levels
- 3.6. Capacity to exercise mature judgement and participate in impartial assessment of Referees
- 3.7. Undertake courses, reading lecturers etc. so as to be able to Coach and assess Referees with a high degree of credibility
- 3.8. Must possess a knowledge of the standards and behaviour expected of a NSWTA Official and or Representative, and an acceptance of these standards.
- 3.9. Possess a Foundation Course Presenters qualification and Foundation Referee Coach qualification (minimum)
- 3.10. Must hold a Level 3 touch football referee qualification (minimum)
- 3.11. Must hold a valid NSW Working With Children Check (WWCC)

4. General

- 4.1. Liaise with NSWTA STATE DIRECTOR OF REFEREES and NSWTA staff, as required
- 4.2. With the FINANCE DIRECTOR, prepare a suitable budget for use within the Region
- 4.3. Foster the development of Referees in the Region by the development of Affiliate Director of Referees and Affiliate Referee Coaches
- 4.4. Conduct and/or coordinate Level 1-3 referee courses
- 4.5. Attend meetings/seminars as required at regional and state level
- 4.6. Coordinate all facets of referee requirements for Hornets run tournaments, while liaising with the TOURNAMENT DIRECTOR, as required
- 4.7. With the NSWTA STATE DIRECTOR OF REFEREES, identify prospective candidates to be considered for relevant upgrades, state gradings, relevant squad members, high level tournament selections, etc.
- 4.8. To keep fully aware the changes in both the direction and trends of Touch, Refereeing and rule changes, and communicate with the referee arm

5. Meetings

- 5.1. With the ASSISTANT REGIONAL DIRECTOR, place any necessary referee related items on the Management Committee agenda in advance of the meeting
- 5.2. Report to the Annual General Meeting on the referee situation of the organisation
- 5.3. Attend all meetings, or, if absolutely unavoidable, apologise in advance for absence
- 5.4. Entitled to one vote only at a Management Committee Meeting of the Club.
- 5.5. Where Management Committee papers are circulated in advance of the meeting, read papers and consider issues before the meeting
- 5.6. Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate

6. Promotion

- 6.1. Promote the organisation in the community as opportunities arise

7. Fundraising

- 7.1. Participate enthusiastically in any fundraising approved by the Board

8. Legal & Ethical

- 8.1. Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
- 8.2. Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
- 8.3. If they have any direct or indirect material personal interest in any contract with the organisation, inform the Management Committee immediately
- 8.4. If they have any direct or indirect material personal interest in any contract with the organisation, not vote in the Management Committee on that issue
- 8.5. If they have any non-material personal conflict of interest in any matter before the Management Committee, or believe that the perception of such a conflict might arise, inform the Management Committee immediately and follow the Management Committee's rulings as to proper procedure
- 8.6. At all times conduct Management Committee business politely and with consideration for others, without ill feeling, improper bias, or personal animus

9. Term of Appointment

9.1. The Regional Director of Referees is appointed for a 2 Year term. (**Even Years**, i.e. 2018, 2020 etc)

10. Time commitment required

10.1. The estimated time commitment required is 3 hours per week (with additional time prior to tournaments)

11. Honorarium:

11.1. Yes. Pro rata based, paid at AGM's. (Refer to Honorarium Policy)

12. Position Review

12.1. This position description will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.