



Position Description

REFEREE DIRECTOR

Preamble

The Referee Director is the principal leader of referees within the Hunter Western Hornets region.

The development and ongoing support of Referees is a key strategic priority for Hunter Western Hornets.

The primary responsibility of the Referee Director is to provide advice, recommendations, guidance, leadership, accountability and to achieve positive outcomes for Hunter Western Hornets.

At the operational level, the major function of the Referee Director is to facilitate the coordination of referee appointments, recruitment, development and retention, with a key focus on referee courses and directing all facets of referee requirements of Hunter Western Hornets run tournaments. The Referee Director is an appointed member of the Management Committee.

The Referee Director should have a strong working relationship with the NSWTA Referee Director.

1. Responsible To

- 1.1. The Referee Director 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

Criteria for the Referee Director is:

- 3.1. Has minimum Level 4 qualification
- 3.2. Has minimum Referee/Referee Coach facilitator accreditation
- 3.3. Ability to present as a minimum four (4) referee accreditation courses throughout the year

3.4. Preparedness to travel to Regions affiliates to provide referee development opportunities

Skills for Referee Director:

3.5. Strong communication skills with good networking and interpersonal skills

3.6. Able to meet strict deadlines

3.7. Possess maturity, self-confidence and tact and the ability to deal effectively with Referees, Players and Officials at all levels

3.8. Capacity to exercise mature judgement and participate in impartial assessment of Referees

3.9. Ability to Coach and assess Referees with a high degree of credibility

3.10. Must possess a knowledge of the standards and behaviour expected of a NSWTA Official and or Representative, and an acceptance of these standards

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 Hunter Western 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, TRYs program, 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 Administrator, 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 Region

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 Region

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

5.7. Attend NSWTA meetings relevant to portfolio as required

6. Promotion

6.1. Promote the Region in the community as opportunities arise

7. Fundraising

7.1. Participate in any fundraising approved by the Board

8. Legal & Ethical

8.1. Avoid making any improper use of their position in the Region so as to gain any material advantage for themselves, or for any other person, or to the detriment of the Region

8.2. Avoid making any improper use of any information acquired by virtue of their position in the Region so as to gain any material advantage for themselves, or for any other person, or to the detriment of the Region

8.3. If they have any direct or indirect material personal interest in any contract with the Region, inform the Management Committee immediately

8.4. If they have any direct or indirect material personal interest in any contract with the Region, 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 Referee Director is appointed for a 1 Year term

10. Time commitment required

10.1. The estimated time commitment required is X hours per week

11. Honorarium

11.1. As per Policy and as agreed to by the Executive

12. Position Review

12.1. This position description will be reviewed bi-annually in conjunction with NSWTA to ensure it remains relevant to Hunter Western Hornets operations and reflects both community expectations and legal requirements

Last Review Date: