



## Wingham Junior Rugby League Football Club

---

# POSITION DESCRIPTION REFEREE COORDINATOR

---

The Referee Coordinator will ensure the ongoing skill development and continued participation of registered referees of Wingham Junior Ruby League Football Club.

The key objectives the Referee Coordinator include but is not limited to the following:

1. Building strong connections with volunteer referees so they feel supported.
2. Ensure volunteer referees have the required accreditation to referee and or support further education to higher accreditation if requested.
3. Supporting Referees development through advertisement of referee courses and or mentoring at games as required.
4. Identify and report any concerns relating to volunteer referees to committee.
5. Be the first point of contact for parents/players/coaches with concerns relating to refereeing.
6. Liaise with relevant stakeholders such as NSWRL and Group 3 regarding all relevant aspects of refereeing.

## Responsibilities

### Prior to the season

- ☐ Support the promotion of advertising for volunteer referees as required by the committee.
- ☐ Be the club point of contact for any individual seeking support with an interest to referee.
- ☐ Support the committee in selection of volunteer referees.



- ☐ Participate in a referee meeting ensuring referees are provided information about the club expectations for the season.
- ☐ In conjunction with the club, provide referees with access to relevant education platforms as required. Ensure Referees have the required uniforms and equipment to referee.

### **During the season**

- ☐ Collaborate with the club in allocating referees to the draw for home games and other Group 3 events according to accreditation levels throughout the season.
- ☐ Actively be available to offer referees a mentor at games as required.
- ☐ Promote and facilitate club referee development clinics or training opportunities.
- ☐ Collaborate with other stakeholders to hold coaching development opportunities that our coaches can benefit from.

### **Post season**

- ☐ Consider the success and difficulties from the season and provide a recommendation for the following season.
- ☐ Seek feedback from volunteer referees regarding the season and engagement with referee mentor.

## **Essential Skills and requirements**

- ☐ Hold a minimum entry level community referee accreditation or higher.
- ☐ A sound knowledge of Rugby League rules from minis to International.
- ☐ 3+ years' experience Refereeing Rugby League.
- ☐ Ability to engage people in a positive and encouraging manner.
- ☐ Respectful and effective communication.



## **End of year hand over**

### **Updating key documents**

At the end of each year a key activity of the Referee Coordinator will review and revise their position description to ensure it continues to reflect the requirements of the role.

The updated Position Description and supporting information must be provided to the club secretary prior to the Annual General Meeting each year.

### **Induction of the incoming Coaching Coordinator**

An important responsibility of the outgoing Referee Coordinator is to train, mentor and support the incoming Referee Coordinator.

**The estimated time commitment required as the Referee Coordinator is 4 hours per week.**