DIVISION: Operations DEPARTMENT: Referees

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| TITLE OF POSITION Referee Coordinator |
| BUSINESS UNIT Local Organising Committee (LOC) |
| REPORTS TO Referee Manager, Venue Competition Coordinator |
| DATE CREATED |

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| PURPOSE |
| To liaise with the National Referee Manager on all requirements for match officials within the venue. |
| KEY RESPONSIBILITIES |
| To liaise with the Transport and Accommodation Manager to ensure all match officials are:   1. met upon arrival at airport/hotel in the particular city 2. transported to and from airport/accommodation 3. transported to and from training facility 4. transported to and from match day venue 5. transported to and from fitness test venue 6. to assist with any requirements of the match officials at game day venue   f) to assist with arranging any activity the referees may wish to undertake, subject to approval, whilst in the particular city  To meet all Referee requirements within the region and ensure a quality experience is delivered to all officials |
| CORE CAPABILITIES |
| The core capabilities, linked to our company values, are applicable for each role at LOC. All LOC staff are to display the following qualities : Credible, Competitive, Ambitious, Passionate, Committed, Inclusive and Community Orientated |

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| Delegations of Authority |  |
| Capital Expenditure | $- |
| Operational Expenditure | $- |
| Authorisation to Hire |  |
| Authorised to sign Contracts | $- |

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| Contract Details |  |
| Contract Term | Fixed term volunteer |
| Contract Payment | $- |

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| Responsible For: |  |
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