

# Task Description



## Title: Referee Tournament Coordinator(s)

**Role purpose:** Assist the Events Tournament Team in coordinating all referee matters to ensure successful organisation of and running of all England Touch ran events (attendance not always required).

**Experience:** Experience of refereeing at England Touch events and understanding of the current tournament structure advantageous.

**Qualifications:** No referee qualification required.

**Hours required:** 2-3 per week off season, 5-6 per week during the season (excluding tournament days)

### Key dates:

- Jan-March - Recruit for the summer season ahead
- April-Sept - Support the delivery of the season
- Sept-Jan - Review and work on improvements for the following year

**Reports to:** National Referee Manager and National Referee Manager Assistant

**Locations:** Work from home / tournament venues.

**Contract type:** Re-appointed yearly at the end of the domestic season by the National Referee Manager (assisted by the National Referee Manager Assistant).

**Salary:** Voluntary role, expenses paid if applicable. Part of the #OneEngland Rewards and Recognition scheme.

**Management responsibilities:** Referee Tournament Assistants (ad-hoc) in conjunction with National Referee Manager.

### Skills and Qualities:

Person specification	E	D
Good level of numeracy, keyboard skills and computer literacy.	X	
Experience in Microsoft Word and Excel, and Google Docs, Sheets & Forms.	X	
Able to quickly learn new computer systems.		X
Work well under pressure and be highly organised.	X	
Very good oral and written communication skills.	X	
Good time management skills and the ability to work to tight deadlines whilst managing competing priorities.	X	
An approachable can-do attitude, including willingness to take up ad-hoc tasks/queries.	X	
Form relationships with people quickly and easily with the ability to engage your audience.	X	
Ability to negotiate and persuade, sometimes in a setting that is unresponsive or hostile.		X

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## Scope of job/key elements:

Main duties and Job Accountabilities	Measures and input required
Support the Referee and Events Team in the <b>recruitment of referees</b> around all England Touch ran events.	Ensure England Touch ran tournaments are appropriately staffed and referee matters appropriately coordinated; Ensure that referees are contacted in advance of all events with information on how to register and collate expressions of interest for tournaments; Provide necessary information to referees in a timely fashion.
Support the Referee Team in <b>coordinating referee coaching</b> around referees around all England Touch ran events.	Ensure suitable coaching cover is provided across the tournaments; Ensure coaching provided is within the budget constraints; Prepare coaching appointments in collaboration with the wider team; Work with event staff, regional referee leads and the referee manager or assistants in advance of each tournament to ensure the amount and seniority of referees at a tournament is clear in order to aid planning and prepare contingencies for understaffed tournaments.
<b>Manage and coordinate referee appointments</b> at all England Touch ran events.	Ensure (draft) appointments are done (or appropriately delegate) in advance and communicated with the referees and events team; Perform (or delegate) ad-hoc changes during the event.
Support the Referee Tournament Team in <b>coordinating referee logistics</b> around referees around all England Touch ran events.	Organise and coordinate accommodation for multi-day events [pending agreement with budget holder(s) as this will involve advancing money] Liaise with Events for venue details, draw, team referees etc; Appoint a tournament referee manager; Assist in the processing of referee expenses.
Support the National Referee Managers and wider team	Attend and contribute to regular/ad hoc Referee Team meetings; Provide input on strategic matters; Support the National Referee Manager with other tasks as and when necessary.