

# Task Description



## Title: Referee Tournament Coordinator

**Job purpose:** Coordinate referee matters for specific ETA events (attendance not required)

**Experience:** Experience of refereeing at all ETA events and understanding of the current tournament structure advantageous.

**Qualifications:** Level 1 Touch Europe Referee (or higher).

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

**Key dates:** All ETA-run tournaments.

**Reports to:** National Referee Manager – See Organisational Chart.

**Locations:** Work from home.

**Contract type:** Re-appointed yearly at the end of the domestic season by the National Referee Manager (assisted by the Head of Volunteers or a member of the Governance team).

**Salary:** Voluntary role, expenses paid if applicable.

**Management responsibilities:** The Referee Tournament Coordinator appoints and manages the Referee Tournament Assistants.

## 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	
Good manager and ability to lead a team.	X	
Have the 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
Appoint and manage Referee Tournament Assistants	<ul style="list-style-type: none"> <li>- Manage the Referee Tournament team</li> </ul>
Recruit referees for Nationals, Elite Mixed and Elite Men's and Women's National Touch Series, Emerging Men's and Women's National Touch Series and Development Mixed National Touch Series events.	<ul style="list-style-type: none"> <li>- Ensure enough referees are present</li> <li>- Provide necessary information to referees in a timely fashion</li> </ul>
Manage and coordinate appointments at Nationals, Elite Mixed and Elite Men's and Women's National Touch Series, Emerging Men's and Women's National Touch Series and Development Mixed National Touch Series events.	<ul style="list-style-type: none"> <li>- Ensure (draft) appointments are done in advance and communicated with the referees</li> <li>- Perform (or delegate) ad-hoc changes during the event</li> </ul>
Manage, invite and coordinate referee coaching at Nationals, Elite Mixed and Elite Men's and Women's National Touch Series, Emerging Men's and Women's National Touch Series and Development Mixed National Touch Series events.	<ul style="list-style-type: none"> <li>- Ensure suitable coaching cover is provided across the tournament</li> <li>- Ensure coaching provided is within the budget constraints</li> <li>- Prepare coaching appointments in collaboration with pathway coordinator.</li> </ul>
Coordinate the referee logistics around Nationals, Elite Mixed and Elite Men's and Women's National Touch Series, Emerging Men's and Women's National Touch Series and Development Mixed National Touch Series events.	<ul style="list-style-type: none"> <li>- Organise and coordinate accommodation for multi-day events [pending agreement with finance as this will involve advancing money]</li> <li>- Liaise with Events for venue details, draw, team referees etc.</li> <li>- Process referee expenses</li> <li>- Appoint a tournament referee manager</li> </ul>
Manage and coordinate appointments of referee coaches at Development Mixed National Touch Series and University Touch Series events	<ul style="list-style-type: none"> <li>- Ensure geographical spread of coached events</li> <li>- Ensure coaching provided is within budget</li> </ul>
Support the National Referee Manager as part of the ETARC	<ul style="list-style-type: none"> <li>- Attend and contribute to regular/ad hoc ETARC meetings</li> <li>- Provide input on strategic matters</li> <li>- Support the National Referee Manager with other tasks when necessary, e.g. for referee ranking and selection</li> </ul>