



# Balgownie Junior Football Club

## Job description for: REFEREE'S CO-ORDINATOR

### OVERVIEW:

To allocate - and where possible, supervise - appropriately skilled referees for all Balgownie Junior Football Club games from Under 10 and older.

### RESPONSIBILITIES:

- Create a weekly roster for home games matching the available referees according to age groups and the referee's experience and ability
- Encourage the improvement and development of referee's skills by working with the Referee's Council of FSC representative and senior members at BJFC (in many regards a similar job to a coach or manager).
- Build/strengthen the list of available referees through recruitment and encouragement
- Fill unallocated positions with referees from BJFC hub clubs.
- Learn to accurately critique performance and remain abreast of current football Laws
- Provide hard copies of the Send Off Reports, to be available in the Clubhouse and to be completed as required by Referees. Co-ordinate submission of the Reports to FSC in conjunction with the match referees.

### RELATIONSHIPS:

- BJFC Committee and FSC
- Liaise with all referees assigned to Balgownie Junior Football Club
- Hub Co-ordinator and Referee's Co-ordinators at BJFC's hub clubs (Tarrawanna, Fern Hill, Corrimal and Wollongong Olympic)

### ACCOUNTABILITY:

- The Referee's Co-ordinator is accountable to the General Committee.

### COMMITMENT LEVEL:

The estimated time commitment is 2-4 hours per week during the season.

### ESSENTIAL SKILLS:

- Good listening ability.
- Effective communicator.
- Clear thinker and positive attitude.
- Good negotiator, encourager and good people skills.
- Ability to control and supervise others.
- Well-organised with computer skills.

## **ROLE CHECKLIST:**

- Notify FSC that you are the new Referee's co-ordinator at the beginning of the season
- A few weeks before the beginning of the season, FSC will provide details of referees allocated to BJFC, together with details of the Referee's Co-ordinators at BJFC's hub clubs
- Make contact with all referees assigned to Balgownie and confirm their:
  - contact details
  - preferable mode of contact (phone/email/SMS)
  - previous experience
  - skill level
  - banking details for EFT match payments

## **WEEKLY PROCESS:**

- contact each referee at the beginning of the week and confirm their availability
- create a roster and send out to all referees
- referees to confirm appointments or make changes
- modify roster if necessary & re-send (the roster may include referees from the hub clubs)
- every game will need a centre referee allocated (with the exception of U10 and U11).
- liaise with hub-clubs and the hub co-ordinator to fill vacant positions.
- send final roster to BJFC committee

## **REFEREE GUIDELINES\*:**

**U6-U9s:** No official referee required. Often the coaches run the game - one half each - and parents run the line (informally).

**U10-U11s:** Junior referees should officiate where possible but if required, parents can fill in.

**U12-U18s:** These games require official referees and linesmen (assistant referees) but if one or more linesmen are unavailable, a parent(s) can run the line. The Referee should seek a linesman from the away team first, and if none are provided, the home team.

## **INFORMATION FOR REFEREES:**

Referees need to re-register each year through the MyFootballClub website.

During the annual meeting at the Frat Club, each referee has to nominate 3 Clubs to work with.

For more information, refer to the FSC website under Referees.