

TITLE	REFEREES COORDINATOR
JOB TYPE	CASUAL (20-25 Hours/Week in Season, 5-10 in Off-Season)
PRIMARY LOCATION	CAMP HILL
WORK HOURS	VARIED
REPORTS TO	GENERAL MANAGER
DIRECT REPORTS	NONE



THE ROLE

The Brisbane Metropolitan Touch Association (BMTA) is the largest touch football affiliate in the country, with over 800 teams playing each year in addition to many other programs and events.

BMTA prides itself on running high quality competitions, programs and events for people of all ages and abilities, a key competent of excellent competition delivery is referees. The Referee Coordinator is responsible for the week to week coordination of referees for all BMTA competitions and events, in addition to driving recruitment, retention and development.

DUTIES AND RESPONSIBILITIES

Coordinate availability and allocate referees for all BMTA competitions and events, including late changes as required.

Manage and appoint referee coaches and mentors.

Maintain accurate referee details through SportsM8, or any other system in use, including personal details, bank account details and so on.

Oversee referee recruitment, development and retention measures to ensure the continual development of the referee contingent.

Ensure all referees are trained and supported in handling disputes and judiciary hearings.

In conjunction with Queensland Touch Football staff, plan and run regular referee training courses.

Ensure all referees comply with Blue Card legislation, as set down by BMTA and the State Government.

Identify and support referees to obtain badge upgrades.

Oversee referee conduct at BMTA competitions and events, ensuring it remains professional and respectful.

Ensure referee facilities are clean and maintained to a high standard.

Ensure BMTA has required referee numbers to support team nominations at State/National events and oversee planning and program for representative referees.

Support Competition Staff in ensuring referees complete all required processes like marking of team sheets at games and enforcing uniform polices.

Assist with the coordination and delivery of competitions during night shifts and throughout the season.

Develop and deliver a culture action plan to ensure a positive culture among the referee contingent.

Assist with oversight and use of referee communications gear to assist referee development.



ADDITIONAL GENERAL REQUIREMENTS

Assist with events held at BMTA as required.

Assist with general BMTA matters as required.

Ensure confidentiality of personal information and compliance with privacy policies and legislation at all times.

Any other tasks as directed by management from time to time.

ABOUT YOU

Skills & Experience

Familiarity with community sport is essential.

An understanding of the sport of touch football and referee space is strongly preferred.

Holding a current referee accreditation is beneficial.

Prior experience in a managerial or supervisory role is beneficial.

Strong interpersonal and communication skills through a variety of methods including, phone, face-to-face and email.

Well-developed problem-solving skills, including the ability to make quick, accurate decisions to reach positive outcomes.

The ability to speak clearly and confidently in public.

GENERAL DETAILS

This position will ordinarily work 3 competition nights and 2 short afternoon shifts per week during the season. Hours will be reduced to 5-10 hours per week in the off-season where referee workload is reduced.

The role will primarily be based at our office in Whites Hill Reserve, Camp Hill, however travel to other venues may occasionally be required, including Junior State Cup.

Due to the nature of the sporting industry and our competitions, out of hours or weekend work will be required.

Appointment to this position is dependent upon holding or obtaining a satisfactory Working with Children (Blue Card) check.

Upon successful appointment to this position, you will be required to successfully complete First Aid and CPR training if these accreditations are not already held.