# **Volunteer Position - Referees Appointment Secretary- Hampshire County Girls League – (U8 – U15)**

Hampshire County Girls League is looking for a volunteer to support their League in the role of Referee Appointments Secretary.

## **Responsible To**: **Hampshire FA Referees Committee**

**Role:**

As Referees Appointment Secretary it is essential you are well organised and a good communicator, and are able to deal with all administration relating to the

appointment of referees to the appropriate leagues/ competitions. You must also be

in possession of current Criminal Records Check and Safe Guarding Children Certificate..

# **Responsibilities:**

* To receive list of Registered Referees from the County FA.
* To receive fixtures from League.
* Allocate the appropriate level of referee / assistant referee to matches (including appointment of those referees seeking promotion).
* To send copy of appointments to League Fixtures Secretaries, Referees, League Club Secretaries. Hampshire FAs referees department must receive a copy at the start of the coming month and then a copy of the actually appointments at the same time as when the next preceding month is sent in.
* Re-appoint to matches where necessary.
* To monitor referees administration (including acceptance of games, closed dates etc).
* To keep a records of your appointments, to enable you to monitor the frequency of individual referee appointing.
* Deal with correspondence from Hampshire FA (including providing nominations for Hampshire FA, Divisional and Local Cup competitions).
* To attend meetings as requested (including half yearly Referees Appointment Secretaries meetings).
* To undertake any training deemed appropriate.

*All referee related out of pocket expenses would be reimbursed. This will include postage costs, and travelling expenses (at Hampshire FA mileage rate) for County League business.*

*Anyone interested in volunteering for this role should contact Andy Moisey Referee Development Manager at Hampshire FA –* *Andy.Moisey@HampshireFA.Com*