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|  | **Volunteer Position****Referees Appointment Secretary- City of Southampton Youth League** |  |

The City Of Southampton Youth League is looking for volunteers to support the role of referee appointments secretary.

The role is to support the league in appointing match officials to fixtures during the season, and as a Referee Appointments Secretary it is essential you are well organised and good communicator and are able to deal with administration relating to the appointment of referees to appropriate league games and competitions, thereby supporting the league and clubs but also ensuring that referees are supported and developed in the correct manner.

You will be required to hold a Valid Criminal Records Check and have undertaken safeguarding children training. Ideally you will have and understanding of refereeing levels and training however this is not essential and support and guidance will be provided.

Your responsibilities will be to:

* To receive a list of registered referees from the County FA.
* To receive fixtures from the league.
* Allocate the appropriate level of referee / assistant referee to matches (where appropriate), including appointment of referees seeking promotion.
* To notify the League and Clubs of their allocated match official in accordance with current league rules.
* Re-appoint to matches where necessary.
* To monitor referees administration (including acceptance of games, closed dates etc).
* To keep accurate records of referee appointments, to enable the monitoring and frequency of individual referee appointing.
* Deal with correspondence from the Referees Department at Hampshire FA.
* To attend meetings in support of your role (where appropriate).
* To undertake any training deemed appropriate in support of your role.

All referee related out of pocket expenses will be reimbursed, where appropriate this will include, postage costs, telephone allowance and travelling expenses (at Hampshire FA mileage rate) in support of your role.

If you feel that you are able support the City of Southampton Youth League in this important role then please contact Huw Evans the Local Area Referees Committee Secretary – via email g.evans5@homecall.co.uk