



Cumberland FA

YOUR GAME, YOUR COUNTY FA...

| | | | |
|--------------------|---|--------------------|--|
| Role Title: | Referee Appointment Co-ordinator | Reports To: | CFA Chair of Referee Development Group and League Management Committees |
|--------------------|---|--------------------|--|

Role Purpose:

- CFA Referee Appointments Co-ordinator role is to assist the CFA with the delivery of referee targets as per the FA National Game Strategy and in improving the perceived standard of refereeing within the County.

Principal Accountabilities/Responsibilities: In addition to those responsibilities outlined in the respective roles. A CFA Referee Appointments Co-ordinator is expected:

- To undertake the role (as detailed in the role advert) to ensure that county coverage has a qualified referee at every identified game and supporting the retention and development of referees.
- To represent the County FA in a positive manner at all times
- To abide by all CFA policies and procedures when representing the CFA in any business.
- To follow FA and CFA Safeguarding policies, procedures and best practice recommendations (as detailed within S+CFA Safeguarding Handbook)
- To sign a committee and Safeguarding Code of conduct
- To maintain an in date and accepted FA DBS and FA Safeguarding Children Workshop (where applicable).
- To use the required communication channels when undertaking roles associated with a committee member, specifically if communicating with U18's.
- To act in an appropriate way at all times, promptly reporting any concerns about safeguarding or the protection of children and young people and adults at risk directly to the CFA Designated Safeguarding Officer (or deputy) or statutory organisation as required.
- To use the whistleblowing policy if required to ensure the integrity of processes and safeguarding of children and young people
- To attend all relevant training as specified by The FA and CFA on an annual basis
- To ensure that you handle confidential information with regard to the best interests and reputation of The CFA.
- To agree to abide by the Expenses Procedure as amended from time to time and must ensure that your expense claims are reasonable, accurate and honest and that you do not use The CFA's resources for your own, your family or friends' gain
- To maintain an appropriate standard of dress and personal appearance whilst on CFA Business and to conduct themselves in a professional manner.



Cumberland FA

YOUR GAME, YOUR COUNTY FA...

- To treat others with respect and dignity (including but not limited to The CFA Staff) and must not bully, harass, victimise or discriminate against any person(s) or do anything which would cause you or The CFA to breach any of the equality enactments
- To, at all times, act in the Best Interest of the game and The CFA and shall not act in any manner which is improper or brings the game into disrepute or use any one, or a combination of violent conduct, serious foul play, threatening, abusive, indecent or insulting behaviour.
- To not carry out any act of discrimination by reason of ethnic origin, colour, race, nationality, religion or belief, gender, gender reassignment, sexual orientation, disability, age, pregnancy, maternity, marital status or civil partnership, unless otherwise permitted by law and The Rules or regulations of the FA.

| Knowledge/Experience/Technical Skills/Behaviours | |
|--|--|
| Knowledge/Experience/Technical Skills | |
| <p>Essential</p> <ul style="list-style-type: none"> ● Experience of Refereeing and /or Referee Development ● Knowledge of the structure and organisations within football ● Knowledge of the Laws of The Game ● Demonstrate an understanding of inclusion, equality and anti – discrimination, safeguarding and best practice ● Friendliness, Approachability and Patience ● Good self management, organiser and administrator ● Ability to work flexibly and sometimes unsociable hours including on an evening and at weekends ● Excellent communication skills | <p>Desirable</p> <ul style="list-style-type: none"> ● Experience with Referee Appointments ● An understanding of CFA operations ● Passion and knowledge of local grass roots football and its organisational and workforce structures ● Knowledge of/experience with FA Information Technology systems including WGS and Full-Time ● Excellent administration and IT Skills (Microsoft Office, Excel, Word, PowerPoint, Internet and E-Mail) ● Full Driving Licence |
| Values | |
| <ul style="list-style-type: none"> ● Connecting – with our members in an approachable and flexible manner to suit our grassroots community ● Supporting – our members in an honest, equal and fair way ● Developing – grassroots football within the county, promoting safeguarding, respect and equality in everything we do. | |



Cumberland FA

YOUR GAME, YOUR COUNTY FA...

Further Information

As this role involves regulated activity with children or young people under the age of 18, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role.

| | |
|--------------------------------|--------------------|
| Completed by Name/Role: | Ben Snowdon (CEO) |
| Signature: | <i>Ben Snowdon</i> |
| Date: | Oct 2021 |
| Signed by Role Holder: | |
| Printed Name: | |
| Date: | |

This role description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the role.