



Role Title:	CFA Referee Mentors	Reports To:	CFA RDO CFA Chair of Referee Working Party
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Role Purpose:
 CFA Referee Mentors will be appointed to help referees through the early months of refereeing. This will include supporting young referees through their first five matches and transition from being a trainee to a Level 7 or Youth status.

- Principal Accountabilities/Responsibilities:**
- To represent the County FA in a positive manner at all times
 - To provide a range of support, learning and development opportunities to nominated referees within their first five matches within CFA affiliated Leagues.
 - To liaise with the CFA Referee Development Officer (or Deputy) during the programme.
 - To offer positive encouragement to all referees involved in the programme.
 - To liaise with the Leagues appointments officers with regards to support, observations and availability.
 - To provide M & E on request to the CFA with regards to the pilot programme.
 - To complete all necessary paperwork associated with the role of mentoring and observing.
 - To provide the referees being mentored with an action plan that is signed off by the Referee Development Officer (or deputy).
 - 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 Safeguarding Code of conduct
 - To maintain in date and accepted FA CRC and FA Safeguarding Children Workshop.
 - To use the required communication channels when undertaking roles associated with a Referee Mentor
 - 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.
- 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 (written and visual presentations) • Excellent administration and IT Skills (Microsoft Office, Excel, Word, PowerPoint, Internet and E-Mail) • Full Driving Licence 	<p>Desirable</p> <ul style="list-style-type: none"> • Referee Observer • 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
Values	



- **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.

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:	Sept 2019
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.