



Referee Appointments Officer Vacancy

The West Yorkshire Association Football League is seeking to appoint a volunteer to fill the role Referee Appointments Officer at the league's Annual General Meeting in June 2021.

This is an exciting role to be part of the committee of the league which is recognised as a Regional Feeder League (Step 7) to the National League System, a Supply League and is a senior county adult male league within the West Riding Football Association catchment area. With 5 divisions, the Referee Appointments Officer would be expected to make approximately 46 weekly appointments across all divisions.

Please find below key tasks that the officer will be required to undertake;

Referee Appointments Secretary Job Description

Key Tasks

- Appointment of referees to fixtures excluding the Premier Division to include the unforeseen replacement of referees to achieve the target of 100% of the staffing of matches.
- Appointment of assistant referees to the Premier Division.
- Liaise with the Pool Referees Appointments Officer as required with regard to the Supply League System.
- Communicating with referees and clubs as necessary, building relationships.
- Provide a report at monthly committee meetings and other times as necessary.
- Provide progression opportunities for match officials.
- Recruitment and development of referees.
- Working with County FA, District FA and other relevant football organisations as required concerning refereeing matters, in particular the County FA Referee Development Officer (coverage figures, promotional candidates, continuous poor marks etc)

Key Skills

- Ensure appointments are made with consideration to the requirements of referees and league affiliated clubs.
- Computer literate to include use of the league's Full-Time website, the FA's Whole Game System (WGS) and Match Officials Appointments System (MOAS).
- Good organisation, communication and time management skills.
- Excellent interpersonal skills.

Key Relationships

- Referees
- General Secretary
- Other league officers
- Club secretaries
- County FA – Football Services and Football Development
- District FA's

An annual grant towards expenses will be paid for the role with an attendance allowance also payable for any meetings that the candidate is required to attend on behalf of the role.

For an informal conversation regarding the role please contact Andy Phillips, temporary Referee Appointments Secretary Tel. 0774 807 2087.

To apply for the role, please send your application letter outlining why you would make a good candidate for the role of Referees Appointments Secretary to League General Secretary, Stuart Marsden secretary@wyafli.co.uk by Friday 14th May 2021.