

POSITION of Observer Coordinator

The Observer Co-ordinator for the new East Pennines Pool (including NCEL Premier and Division 1 together with the WYAFL Premier) will manage and lead the continuous improvement programme for the Observation Scheme across all leagues and divisions associated with the pool. To do this by the effective operation of systems and procedures and by acting as a role model for the Observers and enabling them to further develop their personal skills.

- To appoint Observers to fixtures of each of the leagues and divisions associated with the pool using MOAS.
- To make appointment changes as a result of fixture changes and/or referee appointment changes as required,.
- To respond to fixture list changes (at short notice when necessary) for each league ensuring fixtures have not been moved or amended requiring MOAS/re-appointing
- To administer all aspects of the Supply League Observation Scheme; this is to include;
 - appeals by referees,
 - possible moderation or voiding of reports,
 - issues concerning quality standards of reports,
 - any related issues concerning Observers such as lateness in reporting or unacceptable behaviour
 - responding with feedback on reports automatically generated where the mark is over 76 or below 69
 - To carry out the appropriate procedure for a report referred for appeal, moderation or voiding. This to include meeting the procedure deadlines, referral to Observer Regional Coordinator, receiving feedback from them and communicating the result with the Observer including a letter to the referee and detailed feedback to the Observer.
 - To improve the quality and standard of report writing and marking including identification of group or individual Observer training needs.
 - To sample at random Observer reports with a view to identifying development and training in report writing and marking that need to be addressed and resolved.
 - The development of Observers' skills, knowledge and abilities.
 - Retention of existing Observers.
 - To agree the need for and content of any annual training events that may be required or mutually agreed.
- To improve recruitment, selection and accreditation of new Observers throughout the pool area covered by the East Pennines Pool to ensure an even geographic distribution and coverage of matches.
- Be available and able to attend county FA observer training days to enable recruitment of Observers.
- To communicate with all county Referee Development Officers covered by the East Pennines Pool in order to identify potential Observers to be recruited.
- To identify to the Pool management committee and the Observer Regional Coordinator any Observer who is unable or unwilling to meet the acceptable standard.
- To be available to attend meetings with the Football Association as required
- To attend and take an active part in the National Supply League Coordinators Meeting held annually, normally in the close season.
- To attend Pool Committee meetings and provide reports on;
 - Games covered in the relevant supply divisions of the leagues represented
 - Random Observer reports reviewed
 - Reports submitted to the FA for appeal and/or moderation
 - Reports subsequently moderated and/or voided
 - Total Observers established on the panel
 - Observers recruited in the year
 - Observers removed, and why, in the year

Person Specification:

- Currently or previously been a registered referee to at least Level 4
- Available (occasionally) at short notice throughout the season and in particular on match days
- A good working knowledge of current referee structures and systems
- Experience of Observing/Coaching/Mentoring referees at County, Supply League and/or Contributory Level
- Experience of the Integrated Observer Scheme at Supply League and Contributory League Level
- Be able to travel to meet with each Referee Development Officer and/or attend county FA observer training