

Volunteer Position
North Hants Local Area Referees
Committee (LARC)



The North Hants Local Area Referees Committee (LARC) is looking for a volunteer to become their Secretary

The role is to support the LARC and deal with all administration relating to the Committee's business. It is also to provide two-way communication between Hampshire FA Referees Committee and the LARC.

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

Your responsibilities will be to:

- To liaise with Hampshire FA Referee's Department.
- To coordinate information requested by Hampshire FA Referee's Department.
- Set agenda with Chairman and Deputy Chairman and distribute to all LARC members at least 7 days prior to scheduled meetings.
- To arrange venues for meetings.
- To take minutes of all meetings and distribute copies, together with any other information to members of the committee.
- Report all correspondence received (including low marks received from League Secretaries) at committee meetings.
- Respond to all correspondence received and any committee requests.
- To support the County FA 'next steps' workshops of the FA Referee Course.
- 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 North Hants LARC in this vital role then please contact Andy Moisey Referee Development Manager at Hampshire FA – Andy.Moisey@HampshireFA.Com