

Role Description and Responsibilities

Position – REFEREE SECRETARY

Key Responsibilities:

* Registration of Referees to the League
* Appoint Referees to Fixtures for U9, U10 and Central Venue Competition games
* Main Contact for League Referees
* Respond to Referee and Club queries, as appropriate
* Prepare, and update Referee Directory, as appropriate
* Collate & Supply Referee Marks to CFA, as requested
* Check referee marks on team results and forward to CFA any low mark reports
* Collate Referee Match Reports
* Report any concerns to League Committee
* Attend Committee meetings
* Liaise with CFA RDO to support development of referees

Average hours per week: 5-10 hours

Resources required to undertake role: Laptop

Links: League Members, Referees, Clubs, County FA Referee Development Officer

Assistance needed: depends on experience