



Referee Appointment Officers

The North West Combined Counties Referee Appointment Officer will lead the continuous improvement programme for Refereeing 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 Referees and enabling them to further develop their personal skills.

- To appoint Referees to fixtures of each of the leagues and divisions associated with the pool using MOAS.
- To check the fixture list for each league daily to ensure fixtures have not been moved and require to be moved on MOAS/re-appointing
- To be available to take calls at any reasonable hour or ensure cover is available when unavailable to deal with emergency re-appointments particularly on match days.
- To make appointment changes as a result of fixture changes and/or referee appointment changes as required
- Liaising with the Leagues where insufficient Level 4 referees are available for games. Any shortfall to be shared across the leagues proportionately where possible.
- To administer all aspects of the Referee Marking System; this to include;
 - Ensuring all club marks are entered onto Full Time,
 - Transferring Marks to MOAS from Full Time,
 - Reporting to the Leagues those clubs who are not providing marks in line with the marking guidance,
 - Ensuring that Referees are appointed to a wide range of clubs and leagues
 - Reporting to the appropriate Referee Development Officer where Referees may need more support
- To appoint referees and 4th Officials to Cup Finals for each League in accordance with the agreed protocol
- To attend where reasonably practicable Cup Finals for the participating Leagues
- To improve the quality of refereeing by arranging the necessary training at the commencement of each season and by regularly watching pool referees on Supply League games
- To agree the need for and content of any annual training events that may be required or mutually agreed including updates on Law changes.
- To update referees with information from the Football Association from time to time
- To be available to attend meetings with the Football Association as required
- To provide returns to the Football Association nationally in respect of the Scheme for the Promotion and Retention of Match Officials.
- To present at meetings of participating Leagues following any reasonable request.
- To attend or present at Referee Development Group events following any reasonable request,
- Identifying trends where referees are providing a lack of availability without reason.

- To attend Pool Committee Meetings and provide reports including the Annual General Meeting
 - Games covered in the relevant supply divisions of the leagues represented
 - Total Number of referees
 - Any specific issues relating to refereeing and the number of officials
- To identify referees who are not meeting the standards required by a Level 4 referee, and to support the improvement process in conjunction with the appropriate Referees Development Officer
- To instigate disciplinary proceedings on becoming aware of a referee operating outside of FA regulations and action not having already been taken
- Person Specification:
 - Currently or previously been a registered referee to at least Level 4
 - Available 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
 - Some 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 events