

POSITION of Referee Appointment Officer

The Referee appointments officer for the new East Pennines Pool (including NCEL Premier and Division 1with the WYAFL Premier) will lead the continuous improvement programme for Refereeing across the leagues and divisions associated with the pool at the new step 5/6 list. 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 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 Referee Marking System of the Supply league Pool level: this is 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 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.
- 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 liaise and co-ordinate with the Leagues Assistant Referee officers regarding the supply of Assistant referees to pool matches
- To liaise with Leagues regarding the appointment of referees and 4th Officials to League Cup Finals and where appropriate to attend those matches
- 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 be 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 on
 - 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
- Knowledge of the Integrated Observer Scheme at Supply League and Contributory League Level
- Be able to travel to meet with Referee Development Officers and/or attend county FA observer training

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