



Referee Appointment Manager

Volunteer Committee Position Description



Reports To

Secretary / Technical Director of Football



Works Closely With

Technical Director of Football, Coaching Coordinators, Treasurer, Newcastle Football referee association

PURPOSE OF THE ROLE

Make sure every game has a referee. The Referee Appointment Manager coordinates both association-appointed referees and any club-appointed officials for junior and MiniRoos grades, and acts as the key contact between our club and the referee association.

KEY RESPONSIBILITIES

- Manage the appointment of club-appointed referees for Senior, junior and MiniRoos grades where association referees are not provided as well as Assistant Referees for senior and junior matches where none are appointed.
- Liaise with Newcastle Football / the referee association to source and confirm referee allocations each week
- Maintain an up-to-date schedule of referee appointments and share with relevant committee members
- Manage any late changes, cancellations, or no-shows and find replacement officials where possible
- Ensure referees are welcomed and briefed on arrival at home games
- Process referee payments or invoices in coordination with the Treasurer
- Keep records of referee attendance and report any issues to the committee
- Build a positive relationship with the local referee association
- Communicate any fixture changes or ground updates to appointed referees promptly

TIME COMMITMENT

 3–6 hours/month (highest during fixture season)



People Management

N/A



Budget Management

Supporting role — processes referee payments with Treasurer

SKILLS & EXPERIENCE (HELPFUL, NOT REQUIRED)

- Hold or willing to obtain a current volunteer Working With Children Check (WWCC) — essential
- Organised with good attention to scheduling and deadlines
- Comfortable communicating by phone, email, or messaging apps
- Familiarity with Newcastle Football fixtures and referee requirements is helpful
- Reliable — referees and the committee depend on you ahead of each match day



Essential Requirements

This role requires a current Working With Children Check (WWCC) — or willingness to obtain one prior to commencing the role. The ordinary hours of this volunteer role can include weekends and evenings.



End-of-Year Handover

At the end of each season, the outgoing role-holder is responsible for: (1) reviewing and updating this position description to ensure it reflects how the role has evolved; (2) submitting the updated PD to the Secretary prior to the AGM; (3) participating in handover with their successor — sharing

key contacts, documents, passwords, and institutional knowledge to ensure continuity for the club.

 You'd be great for this if...

You like having a clear system and making sure everything is in place before the weekend arrives. You're good on the phone, don't mind chasing people up, and take pride in making sure every game has what it needs to go ahead.