



Job Description

Job Title: Referee Coaching Co-Ordinator	Organisation/Department/Unit: Match Officials Coaching/Support
Current Position Holder:	Reports to: Match Officials Coaching/Support Manager
Location: Home Based	Date Completed: February 2019

PURPOSE OF THE POSITION:

The Bay of Plenty Rugby Referees have grouped their referees into five panels, "Premier Mens/Elite 1st XV", "Div 1/Premier Womens", "Div 2-Dev-SenRes-SenSchools", Junior Schools and U11-U13.

The Coaching Co-Ordinator, in consultation with each panel manager, is responsible for appointing coaches to view referees and to ensure that verbal feedback and written reports are completed in a timely fashion.

Because the position is voluntary, the estimated time commitment required as Coaching Co-Ordinator is two (2) hours per week for the months of February – July inclusive.

Accountability Statements

Coach Appointments (90%)	<ul style="list-style-type: none"> ▪ Keep a register of the 1:1 Referee Coach to Referee relationships. ▪ Recruit Referee Coaches from the existing referee membership. ▪ Retain the existing referee coaches. ▪ Appoint referee coaches to view referees. ▪ Arrange for a suitable referee coach and or selection panel to view any referee nominated for promotion or relegation. ▪ Chair any promotion/relegation meetings involving all panel heads. ▪ Chair the meetings held for selection of referees to the representative panels.
Admin (10%)	<ul style="list-style-type: none"> ▪ Keep a register of all referee coaching appointments. ▪ Ensure that all referee coaches keep their availability up to date in Whos The Ref. ▪ Provide a monthly action report to the RMG.

Key Performance Indicators

	<ul style="list-style-type: none"> ▪ Ensure a 90% completion rate of reports to appointments for referee coaches. ▪ Retain 90% of all referee coaches. ▪ Ensure all referee coaches that are coaching referees in panels "1st Year, Junior, "C" & "B" panels have completed the Coaching Match Officials Foundation course each year. ▪ Ensure all referee coaches that are coaching referees in the premier panel have completed the Coaching Match Officials Development Part 1 course each year. ▪ Ensure all referee coaches have achieved a law exam pass of at least 70% by May of each year.
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Reporting Relationships:

This job reports to the Match Officials Coaching/Support Manager.

Authorities / Dimensions of the job:

BUDGET: This role does NOT control a budget

Reporting and Performance Review information

Performance review	<ul style="list-style-type: none"> ▪ Six monthly verbal performance appraisal ▪ Annual written performance appraisal
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Relationships/Interactions:	
<u>External</u> New Zealand Rugby Union Other Provincial Unions BOP Rugby Union	<u>Internal</u> BOPRR Appointments Panel BOPRR Referee Management Group

PERSON PROFILE

Competencies / Attributes:
<p>Work Organisation/ Planning</p> <ul style="list-style-type: none"> ▪ Takes a logical, structured approach to planning and completing workload. ▪ Flexible attitude toward hours of work <p>Communication/ People Skills</p> <ul style="list-style-type: none"> ▪ Easily establishes rapport with people from a wide variety of backgrounds. ▪ Effectively builds and maintains effective long-term networks and relationships with key stakeholders. ▪ Excellent facilitation and presentation skills. ▪ Excellent communication skills. <p>Technical Skills, Knowledge and Experience</p> <ul style="list-style-type: none"> ▪ A comprehensive understanding of the game of rugby and an in-depth knowledge of refereeing (qualified referee coach) would be a great advantage. ▪ Proven ability to deliver high quality rugby referee coach education programmes. ▪ Experienced people manager. ▪ Highly motivated, self starter. <p>Teamwork</p> <ul style="list-style-type: none"> ▪ Builds and maintains effective working relationships and manages groups skilfully. ▪ Readily shares information and knowledge with colleagues. ▪ Genuinely attempts to resolve conflicts when they arise.

Qualifications and Experience:		
<table border="1"> <tr> <td>Qualifications and Experience</td> <td> <ul style="list-style-type: none"> ▪ Preferably experience in the area of sports management ▪ Appropriate Referee qualifications </td> </tr> </table>	Qualifications and Experience	<ul style="list-style-type: none"> ▪ Preferably experience in the area of sports management ▪ Appropriate Referee qualifications
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Manager's Signature
Date:

Job Holder's Signature
Date:



REFEREE MANAGEMENT GROUP

