



STATE REFEREE PANEL 2025-2028

EXPRESSION OF INTEREST

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1. INTRODUCTION

Queensland Touch Football invites suitably qualified persons, with a passion for the development of Referees in the sport right across the state to submit an Expression of Interest (EOI) to become a member of the state panel.

It has been identified during Strategic Planning and Talent Pathway Review that the State Referee Panel should be appointed for three-year terms. Therefore, this EOI will see State Panel members appointed for the period 1 June 2025 to 31 May 2028.

This document outlines information the following for consideration:

- Panel Structure
- Portfolios/Coordinators
- Essential qualifications and experience
- Desirable qualifications and experience
- Knowledge and Skills
- Personal Attributes
- Assessment Process
- Appointment

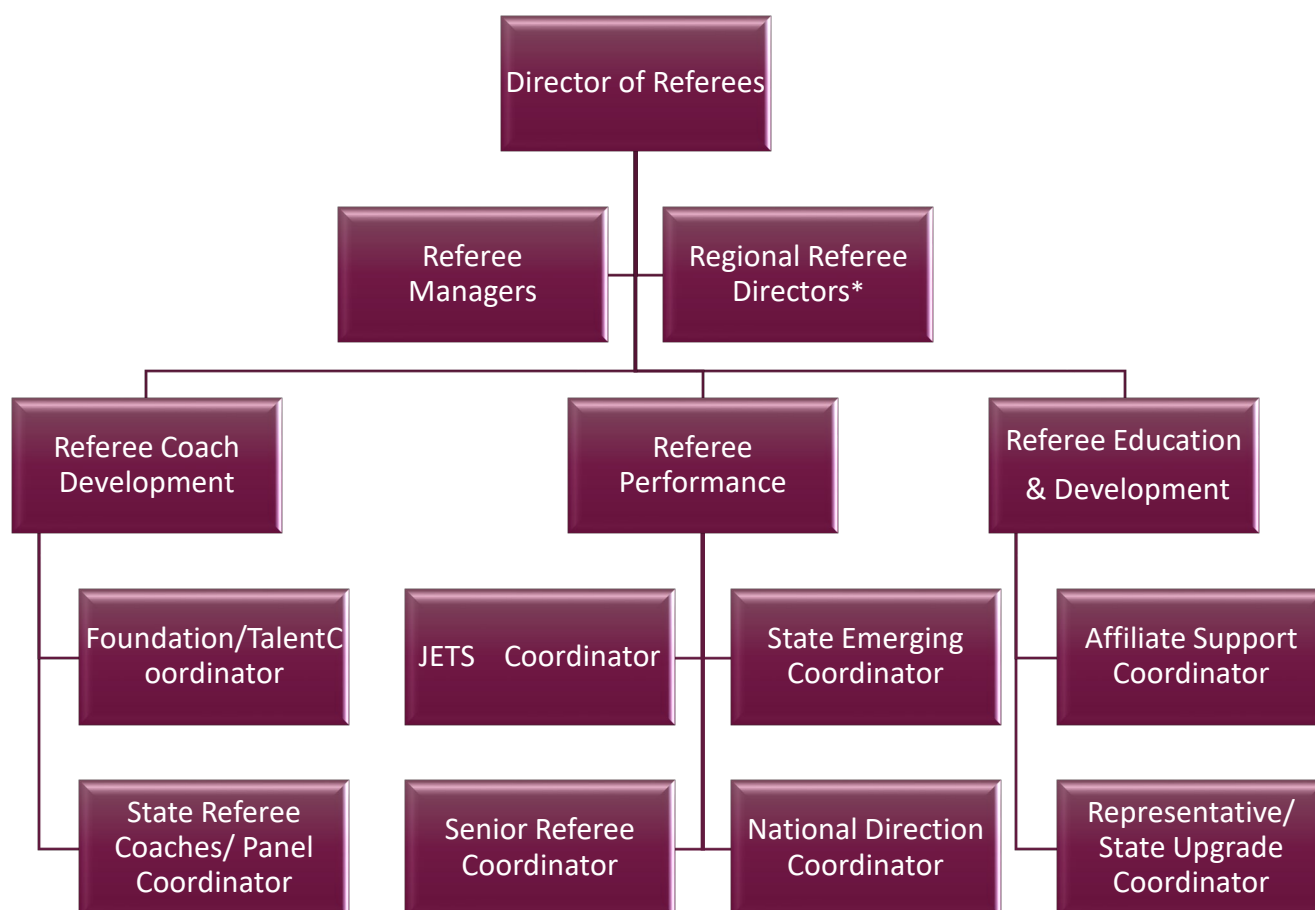


2. LODGEMENT OF AN EXPRESSION OF INTEREST

All EOIs are to be lodged no later than 9 June 2025, and are to address the assessment criteria and indicate the portfolio/s you have a specific interest in. Please read this document carefully.

Any questions you may have in relation to the EOI can be directed to State Referee Director David Field via email. referees@qldtouch.com.au

3. 2025-2028 STATE REFEREE PANEL STRUCTURE



*Regional Referee Directors are appointed by the Region

A State Panel member can be a member of more than one sub panel.

4. PORTFOLIO AND COORDINATOR DUTIES

4.1 REFEREE MANAGER (2)

Under the Direction of the QTF Director of Referees:

- Coordination and support of all logistical requirements for referees at state events, including but not limited to catering and management requirements.
- Lead and coordinate relevant logistics and administration of the referee team in accordance with the requirements of QTF and Event conditions of Entry.
- Ensure athletes well-being and welfare are paramount supporting High Performance behaviour and systems.
- Provide specific reporting to QTF as required, both during and post event.
- Ensure all forms are filled in properly and signed/returned by referees. Retain copies of all relevant forms and keep accurate records whilst on tour eg Medical forms, Incident Forms etc.
- Ensure all Scorecards are provided, signed and processed appropriately.
- To assist QTF Event Management & QTF Panel Members in ensuring the code of conduct is adhered to by all.
- To assist the referees with any nutritional or other special requirements. Ensure appropriate food is available and provided to the contingent during the Event. This will include food acquisition prior and during the event.
- Be responsible for allocated funds (*if required*). Ensure that all receipts and a record of items without receipts are kept at end of tournament. Reconcile and return receipts and all unexpended funds to QTF.

4.2 REFEREE COACH DEVELOPMENT

Under the Direction of the QTF Referee Director:

- Develop and implement programs to constantly and consistently up skill QTF Referee Coaches in consultation with both the Foundation/Talent Coordinator and State Referee Coach/Panel Coordinators.
- Facilitate the programming and delivery of the Referee Coach courses.
- Be available to provide support and assist participants completing referee coach courses.
- Confer with and report to the QTF Director of Referees regarding development of QTF Referee Coaches
- Promote and provide pathways for Referee Coach Development at Regional and QTF Tournaments.
- Promote and provide pathways for Referee Coach Development towards State and National Tournaments.
- Provide overview of expectations of QTF Referee Coaches and their development
- To liaise and work with Regional Directors of Referees (and their Regional Panels) in referee coaching development.
- Assist the QTF Director of Referees in the preparation of appointments for invited coaches.
- Initiate, interface and follow-up with invited coaches at QTF Tournaments

4.3 FOUNDATION/TALENT COACH COORDINATOR

Under the Direction of the Referee Coach Development:

- Implement programs to constantly and consistently up skill Foundation/Talent Referee Coaches in consultation with the Referee Coach Development.
- Be available to provide support and assist participants completing Foundation/Talent Referee Coach courses.
- Confer with and report to Referee Coach Development regarding development of QTF Referee Coaches.
- Promote and provide pathways for Referee Coach Development at QTF Tournaments.
- To work with Regional Directors of Referees (and their Regional Panels) in referee coaching development.
- Assist the Referee Coach Development in the preparation of appointments for invited coaches.

4.4 STATE REFEREE COACHES/PANEL COORDINATOR

Under the Direction of the QTF Director of Referees and Referee Coach Development:

- Prepare Coaches for State Events (Referee Panel duties).
- Lead the Referee appointments.
- Appoint Referee Coaches for State Panel duties.
- Assist with the development of Referee and Coach Tournament booklets.
- Tournament Lead at State Events (Referee Meetings etc).
- Development of event contingencies/roles eg wet weather/cancelled days

4.5 REFEREE PERFORMANCE

Under the Direction of the QTF Referee Director:

- Develop and manage the Referee Performance program in Queensland while ensuring professional and constructive assessment of referees.
- Work with and be responsible to the QTF Director of Referees.
- Develop and implement all training programs and coaching strategies in line with State, National and International expectations to ensure QTF referees are the most informed referees in the country
- Ensure QTF Referees are up to date with the latest trends and techniques of the game
- Facilitate dialogue between High Performance referees and Elite Coaches
- Ensure the referee coaching panel are updated with all the latest trends and coaching expectations in the modern game
- Provide honest and transparent feedback, analysis and learning outcomes for High Performance referees
- Implement strategies for distance coaching i.e. Zoom, Teams etc.
- Further develop outcomes from video coaching and instantaneous referee coaching
- Design individual coaching strategies and programs for Elite Referees
- Aim to ensure that QTF has as a minimum 60% of the nationals top ten referees at all times
- Strive to enable QTF referees to be ranked first in all categories at a national level.
- Prepare referees for International, State of Origin and National events.
- Strive to enable QTF referees to be ranked first in all categories at a national level.
- Prepare the High-Performance referees for National, International and State of Origin matches.
- Consolidate the State Emerging High Performance with a view to succession planning in the high- performance referee ranks.

4.6 STATE EMERGING COORDINATOR

Under the Direction of Referee Performance:

- Develop a group of State Referees toward Elite Level, as the State Emerging Referees group, with the aim of challenging for National Finals positions, selection to State of Origin Series and International events.
- Support the development and growth of the State Emerging Referees group with a goal to enhance opportunities to be the basis of the future of High-Performance Referees within the QTF.
- Develop and implement all training programs, workshops and coaching strategies in line with State, National and International expectations to ensure the State Emerging Referees group are the most informed referees.
- Utilise workshops to ensure the State Emerging Referees group are up to date with the latest trends and techniques of the game.
- Ensure the State Emerging Referees are updated with all the latest trends and coaching expectations in the modern game.
- Provide honest and transparent feedback, analysis and learning outcomes for the State Emerging Referees.
- Implement strategies for distance coaching i.e. Zoom, Teams etc.
- Design individual coaching strategies and programs for the State Emerging Referees.

4.7 SENIOR COORDINATOR

Under the Direction of Referee Performance:

- Develop and implement all training programs, courses and coaching strategies in line with State, National and International expectations to ensure QTF senior referees are the most informed referees in the country.
- Develop and deliver workshops to ensure QTF Referees are up to date with the latest trends and techniques of the game.
- Provide honest and transparent feedback, analysis and learning outcomes for Senior referees.
- Implement strategies for distance coaching i.e. Zoom, Teams etc.
- Design individual coaching strategies and programs for Senior Referees
- Strive to enable QTF referees to be ranked in all Senior categories at a national level.

4.8 JETS COORDINATOR

Under the Direction of the QTF Director of Referees and the Referee Performance Coordinator:

- Liaise with Affiliate Directors, Regional Directors of Referees and State Referees Panel to identify Youth Referees of Representative Level accreditation that show the ability and demonstrate the character traits required to be selected into the JETS program.
- Work with the State Referee Panel at the Junior State Cup in selecting the JETS squad members.
- Appoint suitable mentors for each member and provide mentor guidelines, development plans and break point assessments/criteria to assist in their development and progression
- Monitor the progress of squad members by obtaining regular feedback from mentors to identify their strengths & weaknesses.



- Submit regular reports to the Referee Performance Coordinator via tournament reports, development plans, and individual strategies.
- Ensure JETS members attend workshops/development opportunities as appropriate.
- Attend or appoint an attendee to Regional Tournaments, Junior Development camps to assess, identify, and coach potential referees for inclusion in the JETS program.
- Work with the Regions to have them develop Regional Junior Development programs as a pathway to the State program
- Provide full support via the panel at QTF tournaments in areas of coaching and mentoring for future upgrade possibilities.

4.9 REFEREE EDUCATION & DEVELOPMENT

Under the Direction of the QTF Referee Director:

- Liaise with Affiliate and Regional Directors of Referees to coordinate Facilitator Courses.
- Liaise with the QTF office and other Technical Arms to include their requirements for facilitators.
- Submit reports to QTF Director of Referees via development plans and progression strategies.
- Liaise with the Referee Coach Development to:
 - ☐ Ensure a minimum of 1 per annum Foundation Referee Coach course are held in each region in QLD.
 - ☐ Ensure a minimum of 1 per annum Talent Referee Coach course are held in each region in QLD.
 - ☐ Ensure every two (2) years an Elite Referee Coach course is held within QLD.
- Provide support/direction to the Affiliate, Representative/State Upgrade and National Direction coordinators.
- Submit reports to QTF Director of Referees via tournament reports, development plans and progression strategies.

4.10 AFFILIATE SUPPORT COORDINATOR

Under the Direction of the Referee Education & Development:

- Provide support as required to Affiliate Referee Coordinators
- Support Affiliates with Program Development & Implementation
- Provide Affiliates with Referee Development Initiatives
- Assist Affiliates with Referee Resources
- Provide recommendations for event referee recruitment
- Liaise with Affiliate Referee Coordinators to assist with programming/delivery of the Affiliate Referee Course.
- Maintain a contact database of all Affiliate Referee Coordinators.
- Submit reports to Referee Education & Development

4.11 REPRESENTATIVE/STATE UPGRADES COORDINATOR

Under the Direction of the Referee Education & Development:

- Lead or appoint a representative, the Referee Upgrade Panel at QTF State events.
- In conjunction with the Upgrade Panel, Grade Referees to Representative or State level status.
- Liaise with Affiliate Referee Coordinators and Regional Directors of Referees for information and nominations of perspective Representative and State Referee candidates.
- Identify and encourage Affiliate and Representative Referees with potential to complete /attend courses and workshops.
- Provide assessment and coaching at QTF tournaments to aid candidates toward a Representative and State Referee accreditation.
- Full support at tournaments by the Upgrade Panel
- Mentor and encourage potential Representative and State candidates to attend regional and QTF tournaments.
- Provide directional feedback and support to those unsuccessful at achieving Representative and State Referee accreditation.
- Personalized mentoring for those referees identified as may be borderline on achieving a Level accreditation.
- Maintain a database of Representative Level Referees until they progress to State Level.

4.12 NATIONAL DIRECTION COORDINATOR

Under the Direction of the Referee Education & Development:

- Liaise with Regional Directors of Referees to seek feedback for potential referees that they feel have the ability to achieve a National Referee accreditation within a twelve- month period.
- Submit reports to QTF Director of Referees via tournament reports, development plans and progression strategies for endorsement for National Grading.
- Attend the QTF State Cup or sanctioned event to assess, identify, and coach potential State Referees.
- Monitor, coach, and develop identified potential State Referees after the initial identification prior to the QTF State Cup.
- Ensure that each perspective State Referee is assessed at the QTF State Cup or a sanctioned event.
- Provide directional feedback and support to unsuccessful nominees to ensure they are on track for the following twelve (12) months.

5. PANEL MEMBERS CRITERIA

Essential qualifications and experience	<ul style="list-style-type: none"> • Relevant general referee experience • Attained at least a State Level Referee Accreditation (or higher) • Current Talent Referee Coach accredited • Current Elite Referee Coach accredited (for Referee Performance/Referee Coach Development). • Course Facilitator (Referee Education/ Referee Coach Development) • Current Working with Children Card (Blue Card)
Desirable qualifications and experience	<ul style="list-style-type: none"> • Working knowledge of the NEST program • Relevant qualifications combined with at least 1-2 years of coaching experience. • Experience in program development and people management • Experience in education/accreditation delivery or training
Knowledge and skills	<ul style="list-style-type: none"> • Have previous touch football specific refereeing experience • Understand the sport landscape in Queensland • Experience and understanding of touch football
Personal Attributes	<ul style="list-style-type: none"> • Good interpersonal and communication skills, exceptional presentation skills • Can engage and relate to various groups of people. • Excellent organisational and administrative skills • Create and maintain genuine relationships with a range of stakeholders. • Be proactive and be prepared to go above and beyond. • Professional and proactive attitude • Passionate about community sport particularly officials' development • Commitment to QTF values • Ability to work autonomously and within a team environment.
Working with Children Check (WWCC)	In accordance with QTF Policy and Child Protection legislation candidates will be required to provide a Working With Children Check (WWCC)

6. EXPECTATION

All successful panel member acknowledges that there is an expectation that they are available to attend the following:

- QTF Junior State Cup
- QTF Junior State Cup North
- QTF State Cup

From time to time the QTF Director of Referees or the QTF Chief Executive Officer may request attendance at other activities and or events which they deem appropriate.

Panel Members acknowledge that endorsement to attend National or International events must be endorsed by the QTF and should a Panel member not be fulfilling their duty such endorsement will not be forthcoming.

7. BEHAVIOUR

All Panel members are reminded that as a member and participant within a recognised State Panel operated by the Queensland Touch Football, you are subject to the QTF Constitution, Policies and Disciplinary Regulations.

Where QTF Chief Executive Officer is advised or considers that a member has allegedly:

- (a) breached, failed, refused, or neglected to comply with a provision of this Constitution, the By-Laws or any resolution or determination of QTF or any duly authorised committee; or
- (b) acted in a manner unbecoming of a Member or prejudicial to the objects and interests of the Association and/or the sport of Touch; or
- (c) brought the Association or the sport of Touch into disrepute.

the QTF Chief Executive Officer may commence or cause to be commenced disciplinary proceedings against that Member, and that Member will be subject to, and submits unreservedly to the jurisdiction, procedures, penalties and appeal mechanisms (if any) of the Association set out in the By-Laws.

8. APPLICATION PROCESS

All applicants should read this document in full. Should an applicant wish to proceed with the lodgement of an EOI they must undertake the following.

[CLICK HERE TO COMPLETE THE EOI APPLICATION](#)

The application must address all areas of the criteria and indicate which portfolios they have an interest in.

9. EVALUATION

All applications will be reviewed and processed before presenting a recommendation to the QTF COE for approval.

The evaluation criteria will include:

- Response to the criteria outlined in the EOI.
- Demonstrated capacity to work in a team environment.
- Demonstrated ability to benefit the sport and QTF as a whole.
- Ability to value add beyond the specified criteria.

10. TIMELINE

The timeline for the process will be as follows:

- Tuesday 29 April 2025, EOI document issued.
- Friday 9 May 2025, at 5.00pm AEST: EOI to be received by QTF.
- Tuesday 13 May 2025, an opportunity for QTF to clarify any aspects of EOI received and review against criteria.
- Prior to Friday 30 May 2025, successful applicants will be notified by QTF.



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