



## QUEENSLAND TOUCH FOOTBALL POSITION DESCRIPTION

<b>Position:</b>	Referee Coordinator	<b>Organisation:</b>	Queensland Touch Football
<b>Location:</b>	Palm Beach Touch	<b>Position Type:</b>	Part Time (22 Hours) includes nights and weekends
<b>Reports to:</b>	General Manager	<b>Direct reports:</b>	Competition & Programs Manager Rep Coordinator, Referee Leader
<b>Internal Stakeholders:</b>	Chief Executive Officer Business & Finance Manager Sport Operations Manager Manager Partnerships Game Development Manager Regional Manager Competitions Staff	<b>External Stakeholders:</b>	Players/Parents Team Officials and Coaches Schools/Teachers Referees/Volunteers Facility users/owners Local Council.

### ORGANISATION OVERVIEW

Queensland Touch Football (QTF) is a member organisation of Touch Football Australia (TFA) and forms part of the strategic alliance with the National Rugby League. The sport is one of Queensland's most popular participation sports, with over 7,500 teams participating annually in affiliated and commercial competitions from Thursday Island and Weipa to Rockhampton, Brisbane and Bilambil.

QTF governs six regions and 79 affiliated associations across the state and is responsible for the leadership and management of competitions, representative pathways, events, game development and participation. Leading QTF is a seven-member Board of Directors and a Chief Executive Officer who are responsible for the development, implementation, and achievement of the sport's Strategic Plan.

Queensland Touch Football has a vision to Unite, Inspire and Grow touch football through our key strategic pillars, aligned with our why, how and values.

**Our Vision:** Unite, Inspire and Grow

**Our Why:** We strive in all we do to provide fun, memorable, and inclusive experiences through Touch Football.

**Our How:** We do this is by providing pathways and structures that aim to unite, inspire, and grow the sport of Touch Football through all the communities we service.

**Our Values:** Forward Thinking | Stronger Together | Leading with Humility | Passionately Proud| Fostering Fun

South Queensland Border Districts Touch Association (SQBD) operates under Management by Queensland Touch Football and consists of ten (10) affiliated Associations and managed competitions with a participation base of 16,500 senior and juniors. South Queensland Sharks select representative teams, players, coaches and officials, to represent the region at the National Youth Championships (NYC) and National Touch League (NTL's).

Palm Beach Touch Association is affiliated with Queensland Touch Football and Touch Football Australia. We have great volunteers and coaches in the club to give our members a positive, fun & learning experience in our game.

Palm Beach Touch conducts senior and junior touch competitions each term across the year, as well as, hosting a number of schools and community events. Our Competitions range from Social or Competitive Women's, Men or Mixed to Girls & Boys Juniors to Women's & Men's Super Series.

Our representative Stingrays teams encourage kids to take the next step in touch football through regional and State tournaments.

U N I T E . I N S P I R E . G R O W .

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Government





## POSITION OVERVIEW

The Referee Coordinator will lead the delivery in allocations, administration, communication, recruitment, training and retention of referees focusing on improving the quantity and quality of entry level referees for all Palm Beach Touch Association competitions and events.

The role will be pivotal in delivering best practice administration, quality competitions and exceptional customer experiences for our participants.

## KEY OBJECTIVES

1. Support the operational delivery of referee allocations to all our Palm Beach competitions and events.
2. With lead referee coach, plan and develop pathways for upskilling referees, including mentoring and coaching.
3. Build strong relationships with the referee base and referee coaches.
4. Operate within the budgets and constraints set by Management.
5. Work collaboratively with QTF Management and Staff, and General Manager & PBT Competition Manager.
6. Ensure the facilities and resources are cared for appropriately.

## REFEREE CO-ORDINATION AND SUPPORT

- Coordinate and allocate referees for all Palm Beach Touch competitions and events, including late changes as required through SportsM8 Administration & MySideline
- Manage and appoint referee coaches and mentors
- Maintain accurate personal referee details The Nest, Sports Integrity & Blue Cards
- Maintain relationship with all non-playing and duty referees in the club
- Run pre-season referee meetings with Referee Head Coach & General Manager
- Recruit and coordinate the logistics of the Stingrays referee rep team
- Obtain any incident reports on game night and refer report to the competition manager, Ensure all referees are trained and supported in handling disputes and judiciary hearings
- In conjunction with Queensland Touch Football staff, plan and run referee training courses
- Oversee referee conduct at PBT competitions and events, ensuring it remains professional and respectful
- Liase with relevant regional, state and national contacts to ensure PBT referees are provided opportunities and support to referee and develop through regional, state and national referee programs and events.
- Work with referee coaches and mentors to ensure a positive culture amongst the referee contingent
- Referee Check-In, Game Day Assistant and Scorecard Audit on Game night.
- Ensure referee facilities are clean and maintained to a high standard

## GOVERNANCE, COMPLIANCE AND WORK HEALTH AND SAFETY

- Ensure Touch Football competitions undertake best practice operations, governance, Work Health & Safety and Risk management practices.
- Keep up to date and ensure compliance with legislative requirements (i.e. Child Protection, TFA/QTF/SQBD Policies (i.e. Disciplinary Regulations, Member Protection, etc.), registration and insurance requirements.
- Implement and review operating policies and procedures to ensure competitions meet legislative, contractual and policy requirements, conduct regular compliance checks and rectify issues of significance

## BUILDING AND MAINTAINING KEY RELATIONSHIPS

- Ensure high level and effective communications with stakeholders, committees and community contacts.
- Develop and maintain strong relationships with local Associations, Sports, Schools and other stakeholders to develop and grow opportunities for touch participation.
- Identify opportunities for new alliances and partnerships, including expansion of competitions.
- Communicate and facilitate the delivery of QTF and SQBD partner programs.
- Provide leadership and maintain strong relationships with committees.
- Build rapport with existing connections to maintain networks internally and externally.



## EVENTS AND REPRESENTATIVE PATHWAYS

- Coordination of local events that support ongoing participation and pathway opportunities.
- Support of representative pathways, programs and teams, including team logistic, transport, accommodation, uniforms, finances, player and team officials support, in line with QTF/SQBD pathways.
- Support QTF/SQBD representative and event deliverables, when Affiliate is not a participant, including but not limited to, QLD All Nations (QTF), Beach Gala Day (QTF), NTL & NYC (SQBD), etc.

## CULTURAL FIT

- Support the QTF/SQBD team through collaboration and engagement to delivery of priorities and initiatives.
- Promote Touch Football internally and externally by upholding all organisational values.
- Display a high quality of personal appearance and conduct.
- Willingness to work within a specific budget, operational plans and strategic plans.
- Capacity to work outside of normal working hours and undertake travel as required.

## KEY SELECTION CRITERIA

### Essential

- TFA Representative Badge level
- Previous experience in administration and/or competitions coordination
- Excellent written and oral communication skills supported by interpersonal skills.
- Proven ability to problem-solve through innovative thinking.
- Ability to develop and maintain positive relationships with key stakeholders.
- Must hold or be eligible to hold a Blue Card.
- Must hold a current driver's license.

### Desirable

- Previous experience working with volunteers and Not for Profit Associations.
- TFA Presenter Course Qualification
- Previous experience using SportsM8 and MySideline or similar systems
- Strong computer and IT skills including experience in database management.

## RIGHT TO WORK IN AUSTRALIA

To be considered for the position, applicants must have the legal right to work in Australia at the time of application and throughout the duration of employment..

## COMMITMENT TO CHILD SAFETY

Queensland Touch Football is committed to the safety and wellbeing of all children and young people who participate in our sport and access our services. We support the rights of the child and will act at all times ensure a child safe environment is maintained.

The QTF Child and Youth Risk Management Strategy details the standards, requirements and practices that apply to all employees and volunteers of QTF, its Member and Affiliated Associations and their Clubs working with or within the delivery of touch football to children and young people under the age of 18 years.

**A current Blue Card is a minimum requirement of this position. All employees must comply with the current Blue Card/Working with Children Check requirements.**

## HOURS OF WORK

The sport industry operates outside of traditional business hours, including weekends, and to succeed in this role, you must be willing and able to work when and where sport is happening. We have a flexible approach to ensuring our people can balance family life and personal commitments alongside the demands of the industry.