

JOB DESCRIPTION REFEREE COORDINATOR



Our Purpose:

To enrich lives and connect people through positive experiences to build strong communities

Our Values:

Enjoyment, Respect, Collaboration, Inclusive, Ambition

Our Culture:

We promote and celebrate a culture of equality, diversity, inclusion and respect for all people

JOB TITLE	Referee Coordinator
POSITION TYPE	Part time
REPORTS TO	South Auckland Rangers AFC President and Club Board
DIRECT REPORTS	
LOCATION	Rongomai Park
DATE LAST REVIEWED	October 2025

OVERALL PURPOSE

The purpose of the Referee Coordinator is to provide support for the referees of **South Auckland Rangers AFC** as well as the mentoring and monitoring of refereeing to ensure the quality delivery of football activities that enhance players and referees experience.

KEY RESPONSIBILITIES

Exact responsibilities will be agreed (and may be shared) but may include:

- Develop, maintain and support a positive club referee culture and enjoyable player experiences
- Recruit and identify referees within the club
- Coordinate referees for home matches
- Organize the orientation and the induction of referees
- Identify and advertise NZF referee education and development opportunities for referees
- Maintain a relationship with local federation referee development officer
- Mentor all referees based on their individual development needs
- Ensure all referees are registered on the National Database System
- Ensure all referees are well resourced
- Ensure that referees are reimbursed for their approved out-of-pocket expenses
- Ensure all referees are recognized for their efforts
- Submit regular reports to the club committee

DESIRED SKILLS AND KNOWLEDGE

Ideally the Referee Coordinator is someone who:

- Can communicate effectively.
- Is positive and enthusiastic
- Is well organize
- Has good leadership skills
- Is well informed of **South Auckland Rangers AFC** activities.
- A passion for the promotion of **South Auckland Rangers AFC** community.

KEY RELATIONSHIPS

Internal:

- **South Auckland Rangers AFC** Committee/board members
- **South Auckland Rangers AFC** coaches
- **South Auckland Rangers AFC** members

External:

- **Northern Region Football referee development officer**
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DELEGATED AUTHORITIES

Operational Expenditure: nil

Authorisation to Hire: nil

Authorised to sign contracts: nil

QUALIFICATIONS

Essential:

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Preferred:

- NZF Referee Level 1 Award

Time Commitment Required

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The estimated time commitment required as the Referee Coordinator of **South Auckland Rangers AFC** is _____ hours per week.

The time commitment required as the Referee Coordinator of a club/group varies greatly from club/group to club/group.

Referee Coordinator Name: _____

Referee Coordinator Signature: _____

Date Signed: _____