



Position Description

Director of Referees

Note: The detail contained within this role description is indicative only and should be used as such by clubs to adapt and modify to their needs

Job Purpose	The Director of Referees is responsible for the leadership, development, administration and coordination of referees within Griffith Touch Association (GTA). The role oversees referee recruitment, retention, education, accreditation pathways, appointments and development to ensure the delivery of safe, fair and high-quality competitions aligned with GTA, NSW Touch Association and Touch Football Australia policies and standards. The Director of Referees works collaboratively with the GTA Committee, referee members and NSW Touch referee pathways to strengthen officiating capability and participation across the Association.
Job Report and Responsibilities	Reporting to the President and Executive Committee of the Griffith Touch Association, the Director of Referees will manage the following responsibilities; Operations and Administration • Assess referee requirements for GTA competitions, programs, carnivals, and special events. • Coordinate referee appointments, allocations and rosters across all competitions and events. • Maintain accurate referee records including accreditation status, attendance, qualifications, and development activities. • Develop and implement referee succession and workforce planning strategies. • Monitor referee availability and ensure adequate match official coverage. Recruitment and Retention • Recruit, support, and retain referees across all age groups and experience levels. • Promote referee participation pathways within the GTA. • Encourage transition opportunities for players into refereeing roles. • Foster a positive, inclusive, and supportive referee environment. Training, Development and Accreditation • Coordinate referee inductions and onboarding processes. • Facilitate referee education opportunities, workshops and development programs.



Griffith Touch Association Incorporated

ABN: 54 023 573 864 PO Box 1053 Griffith NSW 2680 W: griffith.nswtouch.com.au
president@griffithtouch.com.au / admin@griffithtouch.com.au / secretary@griffithtouch.com.au

	- Promote and support accreditation pathways aligned with NSW Touch and Touch Football Australia frameworks. - Identify and mentor emerging referees and support progression opportunities. - Encourage participation in coaching, mentoring and advanced referee programs. Governance and Compliance - Ensure referee operations align with GTA policies and procedures and relevant NSW Touch and Touch Football Australia requirements. - Promote safe, fair, and consistent officiating standards. - Support implementation of codes of conduct, disciplinary processes, and referee welfare initiatives. - Maintain awareness of rule updates and communicate changes to referees and competition stakeholders. Recognition and Communication - Recognise and celebrate referee contributions and achievements. - Maintain regular communication with referees regarding appointments, development opportunities, and operational matters. - Build relationships with NSW Touch referee representatives and pathways personnel. - Submit regular reports to the GTA Committee regarding referee operations, participation, and development initiatives.
Knowledge, Skills, and Experience	The Director of Referees should ideally: - Demonstrate effective communication and interpersonal skills. - Be organised, reliable and capable of coordinating multiple activities. - Display leadership, initiative and a positive attitude. - Have knowledge of Touch Football rules, competition operations and referee pathways. - Hold, or be willing to obtain, relevant referee accreditation and/or referee coaching qualifications. - Have experience in referee coordination, mentoring or development (desirable). - Demonstrate an understanding of NSW Touch and Touch Football Australia structures and standards (desirable).
Expected Outcomes	The Director of Referees will contribute to: - Sufficient referee numbers across all competitions and events. - Increased referee recruitment and retention. - Growth in accredited referees and development pathway participation. - Consistent officiating standards. - Positive referee culture and recognition.
Time Commitment	The estimated time commitment for the Director of Referees is approximately 1–3 hours per week, increasing during competition periods, representative events, carnivals and referee development activities. Time commitments may vary depending on competition size, referee numbers and seasonal requirements.

Compliance and Safeguarding Requirements	The Director of Referees must: • Hold and maintain a valid NSW Working With Children Check (WWCC) where required under legislation and GTA policy. • Comply with all Child Safe Standards, safeguarding requirements and reporting obligations. • Adhere to GTA, NSW Touch and Touch Football Australia Member Protection Policies, Codes of Conduct and integrity frameworks. • Complete any required safeguarding, child protection, integrity or volunteer induction training as directed by GTA or governing bodies. • Participate in volunteer screening processes adopted by GTA, which may include: ○ Working With Children Check verification; ○ Volunteer declaration forms; ○ Reference checks (where applicable); ○ Compliance with Code of Conduct and safeguarding requirements.
---	---