

## Memorandum

**TO:** TECHNICAL VOLUNTEERS, STATE OFFICES, AFFILIATES & MEMBERS  
**FROM:** TARA STEEL – TECHNICAL MANAGER  
**SUBJECT:** TFA REFEREE COACHING PANEL APPLICATIONS  
**DATE:** 16 JULY 2010  
**CC:** GREG WEST – DIRECTOR OF REFEREES

The Touch Football Australia (TFA) Board of Management (BOM) recently adopted the TFA Sport Development Framework. This outlines the direction for the Sport Development Unit and subsequent alignment of the valuable resources afforded to this organisation through volunteers. The framework has been constructed with consultation and input from national volunteers to address current and future requirements.

The TFA Referee Advisory Panel has recently been appointed, with the next step in the framework implementation being the appointment of the Referee Coaching Panel.

TFA is seeking Expressions of Interest (EOI) from suitable individuals to fill positions on the Referee Coaching Panel.

A full position description for each this role is attached.

The Referee Coaching Panel is critical to the development of national referees and to ensuring the ongoing development and success of the Referee discipline. EOI should include:

- Name
- Contact Details
- State Association Endorsement
- Qualifications & Accreditations
- Current (last 12 months) involvement at affiliate, regional, state and national levels.
- In one page or less outlines your experience, and key philosophies as a referee coach and the position for the appointment which will conclude following the Youth Championships in September 2011, in line with the World Cup cycle.

EOI is due by **COB Monday 26<sup>th</sup> July** and should be forwarded to Tara Steel at [tara.steel@austouch.com.au](mailto:tara.steel@austouch.com.au)

The Selection Panel in this instance will consist of TFA Technical Manager, Tara Steel, TFA Referees Director Greg West and Referee High Performance Advisor Ian Matthew.

The following process will apply for each position once EOI have been received:

- EOI will be forwarded to the Selection Panel for analysis and ranking.
- The Technical Manager will collate and develop a ranking matrix.
- The applicant or applicants receiving the highest total scores may be short listed for interview

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if the Selection Panel considers an interview appropriate.

- Unsuccessful applicants will then be notified.
- If required the interview process will occur via teleconference where the nominated Head of the Selection Panel will lead the discussion on the strengths, style and suitability for the role.
- The Selection Panel will then reconsider and discuss individual applicants and make recommendation to the Board of Management for final approval and appointment.
- The successful applicant will then be offered the position.
- Once the Position is appointed the implementation of the Sports Development Framework Structures as outlined in the policy will occur.

If you have any enquiries throughout the process please contact the TFA office for assistance on 02 6212 2800.

## Referee Coaching Panel

The TFA Referee Coaching Panel consists of National Referee Coaches, with the primary objective of the group being to achieve referee development through coaching at National and State events.

For the National Touch League the structure of this Panel would consist of two teams, while both conduct coaching and assessment of referees, one focused on the appointments, and the other on upgrades, as was implemented successfully at the 2009 tournament.

Each developing State (ACT, NT, TAS, SA, VIC, WA) will be provided with the opportunity for a member of the panel to be allocated to attend their annual state event or similar to undertake mentoring, assessment and feedback of Referee coaches.

Furthermore professional development opportunities will also be provided to individuals on the panel to ensure their skills as National Referee Coaches remain the highest in the country.

National Referee Coaches play a vital role in the development of Referees both on and off the field, and as such the National Referee Coaching Panel members are also leaders of the Referee discipline, and play a vital part in shaping the culture and supporting the requirements of the TFA Strategic Plan.

### **A. Job Responsibilities**

#### *1. Coaching and Mentoring Referees*

- Conduct coaching, mentoring and assessment of National and State Referees at National and identified State tournaments.
- Assist in the Appointment process for Referees at National tournaments as required.
- Assist in the Upgrade process for Referees at National tournaments as required.
- Support Event Staff at National tournaments by alerting potential issues and assisting in conflict resolution as required.

#### *2. Referee Coach Development*

- Assist in the development of Referee Coaches from level 1, through to levels 2 and 3.
- Assist in coordinating the development and delivery of referee coach workshops when required.
- Assist in the implementation of strategies to improve the quality and quantity of Referee Coaches.
- Conduct mentoring and coaching of Referee Coaches at State tournaments as required.
- Conduct local Recruitment & Retention Programs supporting affiliates and regions.

#### *3. Leadership*

- Promote the TFA culture and provide discipline, TFA culture and professionalism for the Referee discipline.
- Initiate and coordinate the implementation of strategies to improve the quality and quantity of national Referees and national Referee Coaches.
- Attend national tournaments and like events as requested.
- Communicate regularly with state volunteers and staff to ensure programs are promoted and supported.
- Work within the constraints of the operational budget provided.

- Contribute and assist in the preparation and implementation of strategic and operational plans at national, state and regional level.

4. *Administration*

- Attend to all incoming correspondence relating to the position by written reply where necessary.
- Be conversant with the rules, procedures and constitution of TFA.
- Attend National events one day prior to commencement for referee coach briefing.

**B. Reporting and Accountability**

- The National Referee Coaching Panel is accountable directly to the Director of Referees and TFA Sport Development Unit.

**C. Key Relationships**

- Work with other members of the National Referee Coaching Panel.
- Work with Referee Coach Advisor on Coach Development initiatives.
- Engage with State Referee Directors and TFA Operational Staff where required

**D. Key Selection Criteria**

The following areas are considered essential selection criteria:

- Be non-active as a national level Referee for the duration of appointment;
- High level administration skills and computer literacy;
- Demonstrated negotiation and facilitation skills;
- Demonstrated initiative and self management;
- Demonstrated leadership ability;
- Excellent understanding and application of customer service principles;
- Excellent knowledge of the sport of Touch Football;
- Excellent written and oral communication skills supported by interpersonal skills of a high order.

**E. Qualifications/Experience**

- Level 4 TFA Referee Coach.

**F. Term**

- The Appointment term will be until the conclusion of the Youth Championships in September 2011.

**G. General Requirements**

- Capacity to work flexible hours and undertake travel as required.
- Demonstrated computer literacy and competence.
- Current drivers licence.
- Ability to work within a “team-based performance environment” (ie. the desired culture of TFA).