

League Management and Officer Roles

April 2018



Referees Officer (Match Officials at Level 5 and below)

<p>Key Tasks</p>	<ul style="list-style-type: none"> • Reports to, and is a member of The League Management Board • Responsible for the administration of Match Official Appointments other than those at Level 4 • Report to the Management Board through CEO – to include:- <ul style="list-style-type: none"> • Appointments vs Re-Appointments. • Issues not resolved in normal correspondence. • Ensure League Match Officials (Level 5 and lower) appointed to matches and information is listed on software used by The League within 72 hours of notification of fixture list (or 36 hours of notification of fixture change (currently issued Amendment List documents). This includes:- <ul style="list-style-type: none"> • Appoint Assistant Referees in Premier Division from list of officials that have passed UHL fitness test. • Appoint Assistant Referees in Division One East and West. • Appoint Assistant Referees in UHL Cup Competitions, excluding Chairmans Cup, until Semi-Final's • Referee Appointments in Division TWO. • Referee and Assistant Referee Re-appointments as required. • Implement League policy for Premier and Division One's appointments of one Senior experienced Assistant and one other being younger and gaining experience. • Communication of appointments and re-appointments • Handling of reports regarding refereeing appointments, as necessary • Registration of Level 5, 6 & 7 referees • Assists in selection and supporting referees at League Cup Finals and other key games • Supporting the development of referees in conjunction with CEO and CFA RDO • Ensuring role is completed throughout the year, with self-sourced back-up. • Attendance at League Functions (Cup Finals, Presentation Night, Clubs Meetings and AGM).
<p>Key Skills</p>	<ul style="list-style-type: none"> • Ability to communicate with Referees • Knowledge of FA Regulations pertaining to refereeing • Understanding of the National Referee Development Programme •

Key Relationships	<ul style="list-style-type: none"> • Referees • UHL Chief Executive, CFA Referee Appointment Officer's and Development Officer's • Fixtures Secretary • Referees Secretaries of External Cup Competitions
Role Sharing	<ul style="list-style-type: none"> • Multiple Referee Secretaries, with responsibility for different levels of the league; Assistant Referee Secretaries, who deal with re-appointments and late adjustments only
Backed-up by	<ul style="list-style-type: none"> • Chief Executive (match officials at Level 4) & Veteran's Competition's Co-ordinator.
IT Functionality	<ul style="list-style-type: none"> • Fully familiar with FA Full time system in terms of Match Official Appointments. • Computerised records of appointments and includes stored referee calendars. • Members Services – Referee section to ensure all league registered referees are also registered with County FA. • Computerised marks can be recorded by league and/or clubs. • Computerised extraction of raw data from the Downloads option (Referees)
Hints and Notes	<ul style="list-style-type: none"> • Be available to support referees after games, particularly with difficult situations and post match questions • Work closely with the UHL Chief Executive who appoints Level 4 Referee's to Premier & Division One matches • Work closely with the County RDO, to ensure the league plays a key role in developing referees, and becomes a 'Partner league' with the CFA.