



## **Officiating Coordinator**

TITLE: WOMEN'S/MEN'S OFFICIATING COORDINATOR

REPORTS TO: CHAIRPERSON

COMMITMENT: 12 MONTHS

REMUNERATION: VOLUNTEER

### **Role**

The Officiating Coordinator is responsible for:

- Organising the training of officials.
- Maintaining a database of officials and their accreditation level.
- Ensuring the Officiating Pathway is up-to-date and relevant.
- Recruiting officials.
- Keeping all rules and by-laws documents up to date.
- Making decisions as the need arises, in consultation with the WLA.

### **Responsibilities and Duties**

- Organise the training of officials by organising clinics and mentoring.
- Keep a record of officials in Waikato and their accreditation level if applicable by collating information from Official Assessors and Assessor Assessors.
- Supply accreditation information to league coordinators to schedule officials.
- Advertise for, and select, officials for all leagues in consultation with Official Assessors and Assessor Assessors.
- Advertise for, and be on the selection panel for, Official Assessors and Assessor Assessors.
- Attend all League Meetings and WLA Board Meetings when officiating, by-laws and rules are on the agenda.
- Keep league rules and by-laws updated and ensure officials and league coordinators are aware of any changes.
- Work with league coordinators to ensure rules and processes are being followed.
- Work with Assessor Assessors and Official Assessors to keep the Officiating Pathway up-to-date, and set the appropriate level of official required for different leagues.
- Compile a report at the end of each league.
- Provide clear and professional communication with and between clubs, schools, officials, coaches, managers, players, parents and any other member as required.
- Contribute to the WLA being viewed as a professional, well run and forward-thinking organisation.
- Be a role model and provide positive leadership.
- Stay informed about the Health and Safety Policy and any procedures, and take further action if you notice something unsafe.
- Evaluate personal performance.
- Follow all aspects of the WLA code of conduct, policies and regulations.
- Any other duty related to the role.

### **Knowledge and Skills Desired**

- Strong communication and management skills.
- Forward thinking.
- Passionate about the development of Waikato Lacrosse.
- Basic understanding of lacrosse.

NB: This role does not require you to officiate.