

Kanga Cup Workforce – Volunteer Position
Referee Appointments Officer
July 2023

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| Position | Kanga Cup Venue Referee Appointments Officer |
| Reports To | Head of Referees – Kearney Robinson Referees Manager – Adam Powers |
| Company | <p><u>Capital Football</u> The governing body of football in the Australian Capital Territory and a member of the national association, Football Federation of Australia.</p> <p><u>Kanga Cup</u> The Kanga Cup is the largest youth football tournament in the Southern Hemisphere, attracting over 300 teams from Australia and overseas. It is conducted in July over a week in Canberra. The Kanga Cup was also presented with the 2017 Minister for Sport and Recreation’s Award for Event Excellence.</p> |
| Overview | The role will be conducted during the week of Kanga Cup 2 nd – 7 th July. The Kanga Cup Organising Committee (KCOC) will also provide successful candidates with training before the event, as well as accommodation for the duration of the Tournament. |
| Key Responsibilities | <p>This role is the first point of contact for all referee appointment enquiries during and 1 month prior to the Kanga Cup. The primary tasks will centre on communications, people management, time management and delegation. Specific tasks include:</p> <ul style="list-style-type: none"> • Develop and maintain the Tournament Referee database. • Allocate Match Officials into appointment panels based on their qualifications, experience and age. • Draft the group stage appointments prior to the Tournament commencing. • Liaise with the Head of Referees when drafting appointments to finals matches. • Communicate the appointments and any appointment changes to Referees, Referee Coaches and Referee Coordinators as soon as possible. • Liaise with Match Officials and Referee Coordinators as necessary. |



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| Ideal Candidate | To be successful in the role, you must be able to demonstrate the following: <ul style="list-style-type: none">• Good computer skills – Microsoft Word & Microsoft Excel.• Good verbal communication and customer service skills.• Ability to take initiative and problem solve.• Ability to work with minimum supervision.• Good interpersonal skills and the ability to work well with others, particularly new people.• ACT Working with Vulnerable People Check or have the ability to obtain one.• A valid drivers licence.• Experience in officiating is preferable. |
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CONTACT DETAILS:

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