



KEEPUP Kanga Cup Workforce – Volunteer Position

Referee Appointments Officer

July 2023

Position	KEEPUP Kanga Cup Venue Referee Appointments Officer
Reports To	Head of Referees – Kearney Robinson Referees Manager – Adam Powers
Company	<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. <u>KEEPUP Kanga Cup</u> The KEEPUP 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 KEEPUP Kanga Cup was also presented with the 2017 Minister for Sport and Recreation’s Award for Event Excellence.
Overview	The role will be conducted during the week of KEEPUP Kanga Cup 2 nd – 7 th July. The KEEPUP 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	This role is the first point of contact for all referee appointment enquiries during and 1 month prior to the KEEPUP Kanga Cup. The primary tasks will centre on communications, people management, time management and delegation. Specific tasks include: <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.



Football House
Unit 2/3 Phipps Close
Deakin ACT 2600
PO Box 50 Curtain ACT 2605
(T) +61 2 6189 2222
info@kangacup.com
ABN: 16 413 452 268



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:

Kearney Robinson

referees@kangacup.com

02 6189 2216