



**KEEPUP Kanga Cup Workforce – Volunteer Position**  
**Venue Referee Coordinator**  
**July 2023**

<b>Position</b>	KEEPUP Kanga Cup Venue Referee Coordinator
<b>Reports To</b>	Head of Referees – Kearney Robinson Referees Manager – Adam Powers Workforce Manager - TBC
<b>Company</b>	<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 350 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.
<b>Overview</b>	The role will be conducted during the week of KEEPUP Kanga Cup 2 <sup>nd</sup> – 7 <sup>th</sup> July. The KEEPUP Kanga Cup Organising Committee (KCOC) will also provide successful candidates with an information session and training before the event.
<b>Key Responsibilities</b>	This role is the first point of contact for all referee enquiries at a venue for 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"> <li>● Be the KCOC Referee representative at venues to answer questions and provide support and assistance to match officials</li> <li>● Liaise with Referee Appointments Officer in appointing officials to matches</li> <li>● Liaise with Referee Coaches to ensure match officials receive appropriate coaching</li> <li>● Assist match officials with match day administration before/after the match</li> <li>● Liaise with the Venue Manager to ensure tasks are completed and teams are content</li> <li>● Liaise with the KCOC throughout the week in regards to field condition and the ability to play matches</li> <li>● Set Up/Pack Up KEEPUP Kanga Cup signage at venue and lock up each day</li> </ul>



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<b>Ideal Candidate</b>	To be successful in the role, you must be able to demonstrate the following: <ul style="list-style-type: none"><li>● Good verbal communication and customer service skills</li><li>● Ability to take initiative and problem solve</li><li>● Good interpersonal skills and the ability to work well with others, particularly new people</li><li>● Understanding of safety as it applies to all stakeholders</li><li>● Experience in supervising staff is preferable</li><li>● Experience in officiating is preferable</li></ul>
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CONTACT DETAILS:

Kearney Robinson

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