

Job Descriptions

National Director of Refereeing (NDR)

From the ACA handbook (April 2007)

The National Director of Refereeing shall:

- 28.5.1. Develop, coordinate, implement and review courses at all levels in accordance with the Australian Refereeing System.
- 28.5.2. Maintain liaison with State Directors of Refereeing (SDR).
- 28.5.3. Maintain an up to date register of referees and umpires as supplied by each SDR.
- 28.5.4. Develop and arrange training activities for referees, and activities for those who may referee at national championships and international events.
- 28.5.5. Chair the ACA Referee Committee (27.8).
- 28.5.6. Report to the ACA AGM and on other occasions as required.
- 28.5.7. In conjunction with each SDR encourage and promote the recruitment of new referees and umpires.
- 28.5.8. Be the Tournament Referee (TR) at International events held in Australia or appoint same and appoint the TR at all ACA events.
- 28.5.9. In conjunction with the Refereeing Committee be responsible for:
 - a) Compiling and distributing question papers for the Australian Referee Examination through State Directors of Refereeing; and
 - b) Establishing and implementing appropriate quality control procedures covering the examinations.

State Director of Refereeing (SDR) Job Description (Model Only)

This position ought to be appointed by the State Association to carry out the function of the State Refereeing policy and implementing the ACA standard Australia wide Golf Croquet Refereeing system.

FUNCTIONS:

1. Be the chairman of the State Refereeing Committee [SRC].
2. Appoint Examining Referees and conduct (with their assistance) ACA GC Referees exams in appropriate city and country locations.
3. Be a member of the National GC Refereeing panel.
4. Receive monies from the sale of ACA tutorials and other papers and for conducting exams. Forwarding such monies to the State Association Treasurer who will hold it separately from general funds and who will make such monies available to the SDR as required for the expenditure on the advancement of refereeing (for seminars, tutorials, recruitment, travel, etc.).
5. Recognise only referees who have completed accreditation and reaccreditation as required and who are financial members of their State Association.
6. Maintain a list of current GC referees and submit same to the ACA National Director (NDR) twice per year.
7. Prepare and post a newsletter to all registered referees in the state as appropriate.
8. Prepare list(s) of questions and answers (Q&As) in conjunction with the State GC Rules Committee (if one exists) which can be used as required by the state general newsletter. All Q&As are to be approved by the ACA.
9. Send copies of Q&As to the ACA-NDR who will compile them from all states – these will be submitted in bulk to the ACA who will edit for uniformity. The NDR will then forward all Q&As to every State Refereeing Director responsible for GC.
10. Encourage and promote the recruitment of new Referees.
11. Be (or appoint) the Tournament Referee for ACA Events in the state – subject to confirmation by the NDR.
12. Appoint Examining Referees subject to ratification by the State Executive.
13. Hold refresher days for Referees and/or examining referees to cover existing and new Rules, Regulations, and Interpretations.

This is a draft (a model) as each state may need to adopt a slightly different job description depending on State policy.

State Referees Committee (*Model Only*)

This Committee is to **assist** the SDR carry out State Refereeing policy and implementing the ACA standard Australia wide Golf Croquet Refereeing system.

FUNCTIONS:

The function of this (elected or appointed) Committee is to assist the **appointed** State Director of Refereeing.

The SDR will require the Committee to carry out the functions that the SDR assigns to each member and to assist the SDR discharge these duties by:

1. ensuring that all referees are familiar with, and events are refereed in accordance with the Laws of AC, WCF GC Rules and WCF Regulations and ACA Regulations for Tournaments as adopted by *{insert State Name}* or Croquet Australia, depending on the event, and to implement the interpretations (explanations) of the Official Rulings of the ACA AC and GC Laws & Rules Committee as well as arranging refresher days for referees and umpires as directed by the SDR. and implementing programs to attract new referees and umpires.
2. To arrange training sessions for aspiring referees and umpires as required.
3. To arrange for the examining of trainee referees as required.
4. To maintain a list of active state AC croquet referees and umpires and GC referees
5. To appoint Tournament Referees to State events if requested.
6. To maintain a register of croquet umpires and referees who are willing to officiate at State Croquet and Croquet Australia events.
7. To hold meetings at no greater than two-monthly intervals to plan and coordinate its activities, and to discuss matters relating to AC Laws, GC Rules, ACA Regulations, recruiting and refereeing techniques.
8. To assist the SDR investigate complaints made to the Committee about referees and refereeing.
9. To collect attendance fees at Refresher Days and Laws and Rules talks run by the committee, as well as referees' and umpires' examination fees, and monies from the sale of examination papers, and to send all such monies to the treasurer of the state to be used to cover expenses incurred by the Committee.
10. To send information about coming events relevant to the Committee, and other matters of interest, to the editor of the state newsletter for publication.
11. To prepare a written report on the year's activities for the State Annual General Meeting, to be submitted to the Hon. State Secretary as required each year.
12. To prepare a comprehensive budget for the coming year.

Example: The above job description has been adopted by the Croquet Victoria Inc. (CVI) Referees Committee and approved by the CVI SDR. Each state may need to adopt a slightly different job description depending on necessity.