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| A close-up of a logo  Description automatically generated | **Referee Secretary** **Martin Pates** |
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| **Job Description**: | * To try and cover every league / league cup fixture is covered with a qualified referee.
	+ Checking the availability of referees.
	+ Ensuring no conflict of interest which as been declared.
	+ To minimise travel expenses where possible.
	+ To ensure the right experience for the right game.
	+ Making sure they do not referee the same team in quick succession.
	+ Being aware of complaints from referees about clubs and vice versa.
* To work with the GFA to cover County Cup games with qualified referees.
* To deal with re-appointments when necessary for a variety of reasons.
* Ensure the referees have relevant qualification and registration.
* To collate referees marks and deal with feedback from clubs as they arise.
* To collate the feedback referees give on their match return form regarding clubs and deal with issues as they arise.
* To liaise with the GFA / WFA and relevant RA’s where necessary
* To help officials develop with the aid of mentors by working with relevant partners.
* To attend monthly league meetings and provide an update to the committee regarding coverage, complaints, praise and any other refereeing matters.

To look after referees at cup semi finals / finals. |
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| **Conflict of Interest declaration:** | I have no associations with any club, so I have **no conflict of interest** to declare.  |