



## New Zealand Canoe Polo Association Incorporated

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**TITLE:** Referee Manager  
**POSITION TYPE:** Voluntary  
**REPORTS TO:** Executive Director; NZCPA Board

**Length of Term:** Minimum of 2 years

### Core Responsibilities

- Create/ co-opt a Referee council
- Develop a vision
- Lead on development and implementation of a strong National structure that also ties in with the ICF.
- Manage and development of the NZ Referee Qualification framework.
- Health and safety, Safeguarding Children guidelines are fit for purpose. Work with the Squads, high Performance and Competition councils as required.
- Ensure New Zealand has a strong voice at ICF referee discussions. Appoint a liaison with ICF referee and rules decision making body/s
- Ensure communication and interpretation is consistent. Ensure NZCPA liaise with ICF referee council to ensure we are consistent with the direction they are pursuing.
- Administration of qualified referees and the qualification process.
- Course providers: identify who they are and codify how we charge fees and run courses.

### Person Specification

- Able to delegate key tasks to a wide variety of volunteers.
- Excellent communication with a wide variety of volunteers and stakeholders
- While its would be ideal for the applicant to be a qualified referee, this is not imperative as you are able to co-opt suitable members/ advisors to the referee council.

**Time Commitment:** This role requires up to 2hrs of commitment per a week, and attendance to Referee & Safeguarding Sub-Committee.

**Please direct any enquiries or your application for the above position to:**

**James Mitchell**

**Executive Director**

[Nzcpaexecdirector@gmail.com](mailto:Nzcpaexecdirector@gmail.com)