



REFEREE OPERATIONS MANAGER - RECRUITMENT PACK

Who We Are

Some space. A ball. Your mates. A game.
Your team. A competition. Maybe a trophy or two.
Work hard. Develop skills. Get selected. Represent your nation.
Volunteer time. Pick up a whistle. Make a difference.
We are England Touch. Pick up a ball and play!

The England Touch Association (ETA) is a National Governing Body (NGB) for the sport of Touch (also referred to as Touch Rugby or Touch Football) in England. We are Sport England recognised and affiliated to the global governing body of Touch, the Federation of International Touch (FIT). The ETA has evolved from a committee of volunteers into a not-for-profit company limited by guarantee with an accountable board of Directors, a Senior Executive, a developing paid workforce of employees and an extremely loyal base of volunteers.

Our Vision

Our Purpose is to govern the sport of Touch.

Our Vision is to grow a more accessible, inclusive and enjoyable game, which delivers positive outcomes for physical, mental and social well-being.

Our Vision is achieved by:

- Growing the Game (increasing participation in playing, coaching, refereeing and volunteering)
- Developing the Sport (governing and developing participation from grassroots to elite level)
- Evolving as an organisation (expanding our infrastructure with a strong focus on Equity, Diversity and Inclusivity, as well as ensuring that Sustainability is also at the forefront of our thinking)

Our Vision is delivered through:

- Education (schools, colleges, universities and our educational courses and qualifications)
- Clubs (supporting club activity and engagement at all levels within our game)
- Competition (creating inclusive, diverse and accessible offers across wide ranging demographics)



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Why Do We Need You?

The Referee Operations Manager is responsible for organising and managing the attendance, development, allocation, progression and retention of referees within the England Touch Association (ETA) National Competitions (Nationals, NTS & UTC). This role ensures that all necessary administrative planning takes place to guarantee referees can attend and enjoy ETA events.

This will include the management of the Referee Events Coordination group, assignment and recruitment of Referee Coaches for events and championing a great referee experience at events.

The post holder will control the referee attendance management system (currently Spond) to recruit for events and support the events manager in delivery of successful Touch Events.

Role Details

Department	Operations & Events
Supported by	Events Manager & Head of Referee Development
Supporting	Referee Events Coordinators Liaises with Head of Referee Development, National Referee Committee, Operations Manager, Tournament Directors
Hours	Approx 4-8 hours / week, increasing during the tournament / event season
Key Activity Periods	September - March: UTC Season, Annual planning, debriefs, end of season reviews April - August: Major domestic and international tournaments, referee assessments and upgrades For reference, ETA's <i>Performance Cycle Dates</i> are attached
Role Duration	N/A
Expenses	Pre-approved and allowable expenses (travel, accommodation, etc) will be reimbursed upon completion of the standard expenses form to Finance
Location	Work from home and various other locations as required - attendance at at least four (4x) Tournament Weekends. This is expected to include the Nationals.



What You'll Do

1. Season Planning

- a. Liaise with the Events Manager and UTC Manager to ensure timely recruitment of referees for ETA events.
- b. Identify refereeing needs for events (quantity and quality of referees, coaches and team nomination of Full Time referees.)
- c. Ensure alignment with ETA policies.

2. Referee Events Coordinator Management

- a. Oversee the Referee Events Coordinator group and delegate responsibilities to ensure an even spread of workload.
- b. Ensure all information (pre and post event) are sent in a timely manner to relevant parties with the support of the Referee Events Coordinators.
- c. Ensure all tasks for successful delivery of events are completed - with a key focus on referee welfare and enjoyment.

3. Recruitment of Coaches & Assessors

- a. Establish the availability and attendance of referee coaches and assessors at ETA events.
- b. Ensure appointments for events are conducted by an appropriate person with the support of the lead coach for each event.
- c. Facilitate mentoring, shadowing, and feedback opportunities at tournaments for those who are looking to develop their coaching skills.

4. Community & Culture

- a. Foster a positive and inclusive community for referees across all levels.
- b. Promote referee welfare, recognition, and enjoyment across all events.
- c. Collaborate with other referee leads (e.g. Regional Referee Leads / HP Camp Referee Coordinator) to ensure referee resources are available across the ETA participant base, as / when required.
- d. Represent referee interests within ETA committees and working groups.



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Who You Are

Essential Qualifications, Skills & Experience

- Accreditation: Recognised accreditation as a Touch referee.
- Touch Refereeing Experience: Significant experience officiating and mentoring at ETA Tournament Events (Nationals, NTS, UTC)
- Leadership: Strong leadership skills and the ability to motivate others within the refereeing community.
- Organisation: Strong organisational skills and attention to detail.
- Communication: Excellent verbal and written communication and interpersonal skills.
- Safeguarding: Good understanding of safeguarding, welfare, equity, and duty of care in a sporting environment.
- Enhanced DBS (as this role will have access to participant data). (This will be paid for by the ETA).

Desirable Skills & Experience

- Management: Experience in managing volunteer teams or sport development programmes.
- NGB Experience: Familiarity with the structure and goals of National Governing Bodies (NGBs).
- Information Technology (IT) Skills: Experience in digital learning tools, data management and Google Drive
- Connections: Links to the European or International referee community.
- Referee Coaching Mentoring: Background in coach/referee education or mentoring.

Key Attributes

- Passion for officiating and the role of referees in Touch.
- Committed to upholding and improving referee standards at all levels.
- Approachable, supportive, and collaborative leadership style.
- Ability to inspire and mentor referees of all experience levels.
- Able to travel and to attend key domestic and international events when required.
- Commitment to the ETA's values: inclusivity, transparency, ambition, unity and respect.



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What Can We Offer You

- Opportunity to utilise and develop your portfolio of skills and experience.
- Gain valuable hands-on experience in an NGB, which is also a sporting not-for-profit organisation.
- Training and development opportunities (induction, role-specific training, workforce development training, internal IT systems training, CPD courses and conferences).
- *#OneEngland* Workforce Induction Pack, on-boarding session with Line Manager and access to an ETA email address and shared Google Drive.
- Inclusion in the *#OneEngland* Workforce Recognition Scheme (as agreed by the sub-committee of the Board).
- Membership of the ETA (including access to discounts, savings and offers (e.g. AON Plus Scheme): <https://www.englantouch.org.uk/play/membership/benefits/>)
- One England Workforce Kit Allowance

Our Commitment to Equity, Diversity & Inclusion

At England Touch, everyone is welcome!

You don't have to be sporty to be part of our community. What matters to us is that we have talented, enthusiastic and experienced people working with us who can help deliver our strategic outcomes.

Our dedication to inclusivity means that we actively welcome and support differences regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.

We recognise that the diversity of our people is a source of strength and are taking positive steps to ensure that everyone involved in our game can bring their full selves, own unique experiences and perspectives. Together we can ensure that England Touch remains a welcoming and inclusive community for all!

If you need reasonable adjustments made to the recruitment process, please mention this during your application so we can advise and support you.

Note: All employees and volunteers hold a duty and commitment to observing ETA's [Equality, Diversity & Inclusion Policy](#) and procedures at all times.



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Our Values

<p>We are Inclusive</p> <p>We are committed to making our sport accessible to all by actively promoting and providing opportunities for widespread participation</p>	<p>We are Transparent</p> <p>Transparency underpins our sport. We prioritise openness, ethics and the highest standards on and off the field, through honesty, integrity and fair play</p>	<p>We are Ambitious</p> <p>We are driven to succeed in our sport. We will not limit our goals or imagination and aim for ambitious goals, pushing boundaries ourselves and the game</p>
<p>We are United</p> <p>Success in our sport is achieved by working together. We inspire unity and collaboration, operating as one team, with common goals and shared values</p>	<p>We are Respectful</p> <p>This is the basis of our sport. We promote respect for players, coaches, referees, volunteers and all others involved in our game at every level</p>	<p>We are England Touch</p> 

Ready to apply?

Alongside this recruitment pack is information about tournament dates - please ensure you check them and confirm you're able to attend.

Please complete the application form, [here](#). We will offer interviews as soon as suitable candidates are identified - and we will close applications once a suitable appointee has been selected. Please ensure you submit your application quickly, to ensure you don't miss your opportunity to apply.

For more information, contact: Jack Harris, Head of Referee Development (jack.harris@englandtouch.org.uk)

England Touch Association:

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w: www.Englandtouch.org.uk

Instagram / Facebook / X: @englandtouch

LinkedIn: www.linkedin.com/company/englandtouch



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Note: Team England may not attend all the competitions below (this will be decided by the Pathways & Performance Leadership Team, in discussion with the head coaches from each division).

2026

- Performance Squad training camps
 - Adult: Jan 24/25, Feb 21/22, Mar 14/15, June 06/07, July 04/05
 - Youth: Jan 10/11, Feb 07/08, Mar 07/08, Apr 11/12, May 23/24, July 12, Aug 01/02
- University Touch Championships: Feb 07 & 28, Mar 21 - Nottingham Riverside
- Performance in Touch Conference: March 21/22
- National Touch Series:
 - Mens & Womens: Apr 18/19, May 16/17
 - Mixed: May 30/31, June 13/14, June 27/28
 - Seniors & Masters: March 01 (Midlands), June 21 (North), Sep 19 (South)
- Nationals:
 - Opens: May 02/03/04 - Nottingham Highfields
 - Seniors & Masters: May 02/03 - Nottingham Highfields
 - Juniors: Aug 29/30 - Nottingham
- European Touch Championships:
 - Adult: Jul 20-26, Vichy, France
 - Youth: August 13-16, Warwick, England
- Other international tournaments:
 - Asia Pacific Opens Cup: likely Apr / May in Queensland, Australia
 - Asia Pacific Seniors Cup: likely October in Japan

2027

- Performance Squad training camps (Adult & Youth)
- University Touch Championships
- National Touch Championships / Junior Nationals
- Asia Pacific Youth Cup
- Atlantic Youth Cup
- Opens Event
- Seniors & Masters Event

2028

- Performance Squad training camps (Adult & Youth)
- University Touch Championships
- National Touch Championships / Junior Nationals
- European Junior Touch Championships
- **Touch World Cup: likely October, in New Zealand**