

CROQUET ASSOCIATION QUEENSLAND Inc.
POSITION DESCRIPTION
STATE DIRECTOR, REFEREES (For each code)

General Information

The State Director, Referees is a Specific Administration Duty Officer and is therefore subject to Part B, Rules 22, Specific Administration Duty Officers, General, of CAQs By-Laws. This position is appointed by the Management Committee and is responsible to the Management Committee and must be a CAQ registered player. He/she must also be a qualified referee for their designated code.

He/she will at all times observe the Association's Rules, By-Laws and Policies as set out in the relevant documents and will provide succession planning for the incoming person when the position is vacated. He or she will avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation.

Duties to the Management Committee

- Chair of the Director of referees sub-committee
- Membership of the ACA Referees Committee
- Tournament referee for the Australian Bronze Medals
- Tournament referee for all CAQ code Tournaments and events
- Is a member of the Tournament and event sub-committee
- Keeping within the budget allocated to the Referees sub-committee
- Supplying written reports to the MC every 3 months
- Supplying a written annual report to the MC prior to January MC meeting
- Submitting an annual report to the National Refereeing Director in time for the ACA Annual General Meeting
- Attending a MC meeting if requested to do so.
- Providing relevant forms and receipts for reimbursement of expenses incurred on behalf of Croquet Queensland Inc