

Role Profile: Match Officials Liaison Manager

Purpose of the Role

To act as the primary link between the club and match officials, ensuring effective communication, coordination, and support for all referees and assistant referees involved in club fixtures.

The role is central to creating a positive, respectful, and professional environment for match officials, supporting their recruitment, development, and retention in alignment with Scottish Rugby Union frameworks.

Reporting Line

- **Reports to:** Director of Senior Rugby
 - **Works closely with:**
 - Fixtures Secretary
 - Team Managers
 - Coaches
 - Club Secretary
 - Local Referee Society / Scottish Rugby Union representatives
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Scope of the Role

- All senior fixtures (men's and women's teams)
 - Liaison with:
 - Appointed match officials (referees and assistants)
 - Club-based and developing match officials
 - Contribution to wider club officiating development and culture
 - Help to promote match officiating within the club
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Key Responsibilities

1. Match Official Coordination & Communication

- Maintain regular contact and open dialogue with all match officials associated with the club
 - Communicate effectively with match officials:
 - In advance of fixtures (appointments, logistics, expectations)
 - On matchday (support and coordination)
 - Post-match (feedback and follow-up where appropriate)
 - Represent the club in a professional, welcoming, and respectful manner
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2. Matchday Experience & Environment

- Ensure a safe, respectful, and enjoyable environment for all match officials
 - Promote and uphold club values and standards of behaviour towards officials
 - Act as a visible point of contact for officials on matchdays
 - Address and escalate any issues relating to match official welfare or conduct
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3. Governance & Culture

- Support the club in embedding a positive culture around match officiating
 - Ensure adherence to the Club code of conduct across players, coaches, and spectators
 - Promote respect for match officials as a core club value
 - Contribute to maintaining high standards of matchday behaviour
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4. Liaison with Referee Societies & Governing Body

- Establish and maintain strong relationships with local referee societies
 - Act as the key connection between the club and Scottish Rugby Union officiating structures
 - Support effective appointment processes in collaboration with the Fixtures Secretary
 - Facilitate communication between the club and officiating bodies
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5. Development of Match Officials

- Support the development of both:
 - Club-based match officials
 - Society-appointed officials
- Align match officials with club training opportunities where appropriate
- Encourage knowledge-sharing between players, coaches, and officials

6. Recruitment & Retention of Officials

- Identify and encourage youth players and club members to take up match officiating
- Promote the benefits of officiating within the club environment
- Signpost and support access to Scottish Rugby Union education and development pathways
- Contribute to the retention of match officials by fostering a positive experience

7. Systems & Administration

- Ensure systems such as SCRUMs are updated accurately and regularly as required by Scottish rugby
- Maintain accurate records of match official appointments and availability
- Support coordination of officials alongside the Fixtures Secretary

8. Reporting & Compliance

- Provide written reports to the Director of Senior Rugby in advance of Board meetings, covering:
 - Match official engagement and feedback
 - Recruitment and development activity
 - Any issues, risks, or disciplinary matters
- Follow the Club code of conduct at all times and ensure others do the same

Key Skills & Attributes (Ideally You Will)

- Be well organised and reliable
- Demonstrate a flexible and proactive approach
- Have a genuine passion for match officiating
- Be approachable, friendly, and confident in communication
- Able to build positive relationships across players, coaches, and officials
- Maintain composure and professionalism in matchday environments

Key Relationships

- Director of Senior Rugby
 - Fixtures Secretary
 - Team Managers and Coaches
 - Match Officials (club and society)
 - Referee Societies
 - Scottish Rugby Union representatives
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Time Commitment

- Regular involvement during the season, particularly on matchdays
 - Additional time for communication, coordination, and reporting
 - Availability required on evenings and weekends
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Success Measures

- Positive feedback from match officials
 - Strong relationships with referee societies
 - Increased recruitment and retention of match officials
 - Consistent matchday standards and behaviour
 - Effective communication and coordination of officials
 - Full compliance with Scottish Rugby Union expectations
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