

Upgrade and Development Panel

Position Description | Upgrade and Development Program

Position Title	Upgrade and Development Panel
Reports To	Upgrade and Development Head Coach
Also Works With	Officiating Performance & Pathways Manager
Appointment Term	Through to 2028 Touch World Cup
Program	Upgrade and Development

Introduction

Touch Football Australia (TFA) is the national governing body for Touch Football in Australia. TFA provides leadership to state organisations, drives participation and high-performance outcomes, and ensures the integrity and sustainability of the sport nationally and internationally.

Referees are central to the integrity and quality of the game at every level. TFA is committed to building a world-class officiating pathway that identifies, develops, and supports referees from emerging talent through to elite international representation. The Upgrade and Development program plays a critical role in this pathway, ensuring referees are assessed, supported, and progressed with rigour and consistency across the national stage.

As part of TFA's strategic plan "The Next Play" (2026–2032), and guided by our organisational values of Unity, Inclusive, Integrity, and Excellence, this role sits within TFA's High Performance Officiating program, leading the upgrade and development of referees nationally.

Child Safe Statement

Touch Football Australia is committed to ensuring the safety and wellbeing of all Children/Young People involved in our sport. Our policies and procedures seek to address risks to child safety and to establish child safe culture and practices.

All personnel are required to hold a current Working with Children Check and consent to a National Police Check.

Our Values

Unity	We work together, connect communities and foster strong relationships across the sport.
Excellence	We pursue high performance, continuous improvement and quality in everything we do.
Inclusion	We champion diversity, belonging and accessibility, ensuring our sport is welcoming for all.
Integrity	We act with honesty, transparency and fairness, protecting the reputation and trust of our game.

Primary Purpose of the Role

The Upgrade and Development Panel is responsible for supporting the upgrade and development of referees nationally and contributing to the assessment and appointment process at national events.

This role supports the Upgrade and Development Head Coach at the NTL events, drives quarterly education and development initiatives across the officiating pathway, and ensures all referees engaged in the upgrade process receive high-quality coaching, assessment, and feedback.

Working closely with the Officiating Performance & Pathways Manager and other TFA HP personnel, this role fosters a culture of continuous improvement, and actively promotes TFA values and culture throughout the officiating community.

Role Responsibilities

Culture and Values

- Commit to upholding TFA's values — Unity, Inclusive, Integrity, and Excellence — in all aspects of conduct and performance.
- Lead and sustain a respectful, inclusive, high-performance culture within the Upgrade and Development program, ensuring alignment to the core values of TFA and the High Performance Officiating program.
- Foster a positive team culture supported by effective and collaborative team management.
- Demonstrate exemplary leadership and mentorship across the program.
- Act as a positive ambassador for the organisation and actively promote the sport and direction of TFA.
- Adhere to the TFA Code of Conduct, Member Protection Policy, and Anti-Doping Policy.

Program Leadership and Delivery

- Assist the Upgrade and Development Head Coach with pre-event administration as required.
- Participate in the Upgrade and Development panel at NTL events, contributing to coaching, assessment, and appointment of referees.
- Complete on-field assessment of referees attempting to upgrade via the relevant checklist.
- Actively participate in upgrade meetings throughout events, contributing to clear communication and consistent standards.
- Support the planning, preparation, and delivery of quarterly educational webinars to support referee development nationally.
- Support implementation of TFA Development and education frameworks across the officiating pathway.
- Look for opportunities for program innovation to deliver results on the field through use of technology.
- Support evaluation processes and ensure they are effectively implemented, with continuous improvement always sought.

Leadership and Coach Development

- Create and maintain close and cooperative working relationships with all officiating performance staff and TFA HP personnel.
- Provide advice and support for the development of TFA officiating workshops and coaching resources.
- Contribute to building a lasting legacy within TFA's officiating program by identifying and developing the next generation of referee coaches, creating a sustainable pipeline of coaching talent that strengthens the sport at every level.

Athlete Development and Wellbeing

- Contribute to the development and progression of all referees within the program.
- Prioritise the physical and mental requirements of athletes to optimise performance and wellbeing.
- Provide post-game feedback and coaching for referees attempting to upgrade.
- Exhibit an athlete-centred approach and provide regular, constructive feedback to referees following events.
- Implement effective evaluation processes and prioritise continuous improvement at all levels.
- Compile end of tournament and competition reports.
- Work closely with TFA Medical and Support Staff engaged by TFA to ensure optimal athlete development, performance and wellbeing.

- Ensure unsuccessful referees receive constructive feedback and clear direction, as directed by the Upgrades and development head coach.
- Maintain clear and open lines of communication with referees, HP staff, and medical personnel.

Key Relationships

- Reports to the Upgrade and Development Head Coach, working closely with the Officiating Performance & Pathways Manager
- Participates in the Upgrade and Development panel and supports referees within the program.
- Works collaboratively with TFA HP personnel to deliver the Upgrade and Development program.
- Works alongside TFA Medical and Support Staff engaged by TFA to ensure athlete health, performance and wellbeing.
- Maintains professional and effective communication with all referees.

Key Selection Criteria

Essential

- Minimum Talent Coach qualification within TFA Sport Education Framework.
- A holistic, athlete-centred approach to coaching within the TFA High Performance program.
- Proven ability to deliver high-quality program outcomes at an elite level.
- Excellent communication skills with referees, coaches, selectors and support staff.
- Deep understanding of the characteristics, needs, and development of athletes in elite officiating pathways.
- Demonstrated ability to mentor and develop coaches within the officiating pathway.
- Positive, resilient attitude with a track record of achieving results in challenging environments.
- Commitment to professional behaviour, cultural respect, and athlete wellbeing.
- Strong organisational and time management skills with the ability to work collaboratively.
- Self-motivated and able to inspire and motivate others.
- Ability to act as an ambassador for TFA and promote the sport positively.
- Demonstrated commitment to TFA's values — Unity, Inclusive, Integrity, and Excellence — across all aspects of conduct and performance.
- Working with Children Check (or ability to obtain one) and willingness to undergo a National Police Check.

Desirable

- Previous experience within a TFA HP program or comparable elite sporting environment.
- Familiarity with TFA policy, pathways, and performance frameworks.
- Experience developing and implementing individual development plans.
- Skills in analysis, scouting, and performance review systems.
- Experience contributing to team culture, leadership development, or athlete welfare initiatives.
- Experience in referee assessment, upgrade processes, and coach education within a high-performance officiating environment.

TFA Medical & Support Staff are engaged by TFA.

Document: Upgrade and Development Panel | Touch Football Australia | HP Officiating Program 2026–2028