



USA National Karate-do Federation

ASSISTANT CHIEF REFEREE of USA

Job Description – Duties – Requirements – Selection

ASSISTANT CHIEF REFEREE of the USA

REPORTS TO	Chief Referee of the USA
SELECTED BY	Chief Referee of the USA, with Director of Sport concurrence
TERM	Two years, option to renew, subject to annual review process
DIRECT REPORTS	None

RESPONSIBILITIES

- Assisting the Chief Referee of USA with overall recruitment, development and retention of the USA Referee corps
- Assisting in the management of the USA Referee corps
- Ensuring the execution of policies related to referees and officials for the US Team Trials and international team trips to PKF / WKF Championships, World Games or comparable events are being upheld
- Upon direction of the Chief Referee of the USA, assist, as necessary, in aspects involving elite level competition across USA NKF
- Helping to maintain the overall quality and performance of referees within the six regions

DUTIES

- Assisting in the implementation of the strategic plan, for all USA Referees in regions, in collaboration with the Chief Referee of the USA
- Helping to coordinate National Referee trainings
- Working with the Chief Referee of the USA to enforce USA NKF Referee Code of Conduct
- Working with the Chief Referee of the USA on budget information related to the USA Referee Program.
- Working with the Chief Referee of the USA, as needed, in aspects involving elite-level competition and with implementation of USA NKF Signature Events
- Attending regular meetings with Lead Referees of the Regions to effectively communicate plans, goals and progress of the USA Referee Corps, upon direction of the Chief Referee of the USA

REQUIREMENTS

- Must be a member of USA NKF in good standing, including Safe Sport and background check
- Hold current WKF Kata and Kumite licenses
- Proven leadership skills and ability
- History of program development and team management
- Possess a strong sense of collaboration

SELECTION PROCESS

- Candidates will be eligible from the WKF licensed pool of Referees within the USA
- Candidates should submit letter of interest, resume and letter of recommendation to the Director of Sport
- An interview with the Chief Referee of the USA and Director of Sport
- After reviewing the documentation and input from the interviews, the Chief Referee of the USA will submit the candidate to the Director of Sport for concurrence. Upon concurrence the candidate will be selected for the position of Assistant Chief Referee of the USA for the term allotted.