

# HILLS BASKETBALL ASSOCIATION INC

## JOB DESCRIPTION

**JOB TITLE:** Officials Manager

**DEPARTMENT:** Officials

**REPORTS TO:** Basketball Operations Manager

**PREPARED BY:** Chief Executive Officer

**PREPARED DATE:** 1 December 2020

**LOCATION:** Hills Basketball Stadium, Castle Hill.

**STATUS:** Permanent Full-time

**HOURS:** HOURS: 38 hours per week. Due to the nature of the position, weekend work, extended hours and intra and inter State travel may be required for this position. Monday-Friday 10am-6pm.

**REMUNERATION:** The final salary and package will be negotiated with the successful applicant.

### ABOUT THE ROLE

Reporting to the Basketball Operations Manager, you will lead the Officials Department team into an exciting period of growth by identifying and implementing innovative methods to consolidate current programs, increase participation and expand education opportunities. You will be responsible for implementing HBA's strategic vision and objectives which will form a key driver of the increasing programs offered by the Association and the opportunities it provides.

This role will oversee the Referee Elite Co-ordinator, Scoretable Co-Ordinator, Statistics Co-Ordinator, Game Supervisors and Referee Curriculum Coaches. While this role leads the Officials Department, the structure emulates a team & team captain format, with this role acting as captain.

### KEY AREAS OF MANAGEMENT

Oversee and facilitate all aspects of the Officials Department

Local competition and external referees and trainer rosters

Reporting and general complaint management

Competition Game Supervisors

Officials database and statistics

Association & School Referee Courses

Holiday Bootcamps

Trainer & Ref Coach Courses

Manage & Roster Referee Curriculum Coaches (RCCs)

Official upgrades

Rule updates & implementation

History and Awards

### ESSENTIAL DUTIES AND RESPONSIBILITIES *Incl. the following however other duties may be assigned.*

#### GENERAL

Attend all relevant meetings, conventions and seminars.

Research & develop policies, systems and other measures to improve programs.

Be an integral part of the business planning process and contribute to the ongoing evolution of HBA's strategic plan.

Work closely with other departments in the organisation and management of Hills Basketball programs.

Develop and maintain proactive and positive working relationships with the governing bodies of the sport.
Help establish program targets and set short and long term goals
Delivery of best practice communication.
Assist with preparation of yearly budgets.
Liaise with Accounts Department regarding invoicing & expenses.
Assist with preparation of yearly calendar (all aspects of Officials Department).
Respond to any relevant member enquiries in a timely manner.
Record any incidents that may have an impact or create risk to officials and/or HBA.
Participate in activities associated with quality improvement and administrative processes.
Maintain harmonious working relationships with all Hills Basketball Association staff members.
Prepare a monthly Officials Department report for the Basketball Operations Manager.
Any other duties as directed.

**OFFICIALS DEPARTMENT**

Attend to or distribute all correspondence with BNSW Officials Department
Attend lectures, camps and courses/workshops conducted by Basketball NSW on rule changes, interpretations, mechanics and education.
Ensure paperwork regarding complaints, inquiries and tribunals are processed and recorded in a timely manner.
Assist Basketball Operations Manager with data for tribunals as required including charged person, referees and paperwork.
Member of the Administrative tribunal process.
Acknowledge achievements and reward key people within program.
Organise Officials EOY celebrations.
Maintain operational and policy documentation and promote relevant information for the knowledge of all participating officials.
Ensure all officials are registered & maintain database.
Maintain and update records and grading's of Referees, Referee Coaches, Scoretable and Statistic officials.
Ensure that all officials over the age of 18 years are Working with Children compliant (volunteer).
Administer hobby declarations and assessment reporting for all officials.
Administer personnel and performance records on a regular basis and where required.

**LOCAL COMPETITION & EXTERNAL REFEREE ROSTERS**

Prepare referee rosters (local and [non-rep] external competitions) and facilitate notification through nominated channels to allow participating officials to maintain timely awareness of their responsibilities and commitments.
In consultation with Game Supervisors and Referee Elite Co-ordinator, appropriately manage referee rosters for all local competitions and external events.
Use LMP NexGen to communicate with referees, maintain up to date referee information and for the approval of referee payments.
Conduct regular Game Supervisors meetings to review season & discuss operations.
Roster & oversee game supervisor staff and ensure their required duties are carried out.
Conduct regular development activities for Game Supervisors.
Cross over with Game Supervisor each afternoon (M-F) and advise any relevant information/issues.
Liaise with Competitions Manager to communicate required information and to avoid potential issues.
Organise trophies, awards, gifts and or incentives for local competition grand finals officials.
Conduct regular surveys to establish needs and requirements of referees & officials.
Revise Competition By-Laws each season with the Basketball Operations Manager & Competitions Manager.

Recruitment of new referees.

**REFEREE ELITE DEVELOPMENT**

Identify talented officials and map pathway with Referee Elite Co-ordinator.

Work closely with the Referee Elite Co-ordinator to ensure elite Referees are monitored and coached appropriately.

Develop suitable 3PO courses and training with the Referee Elite Co-ordinator.

Assist in developing clear pathways for all elite referees and referee coaches.

Work closely with the Referee Elite Coordinator to ensure Referees are rostered to appropriate local competition games for elite development purpose, including 3PO.

Keep up-to-date with Referee Representative appointments.

Keep up-to-date with Referee State/National appointments.

Advertise and promote programs to existing database when required.

**REFEREE EDUCATION**

Develop clear pathways for all education courses for both referees and referee coaches.

Advertise and promote programs to existing database when required.

Ensure referee upgrades are updated on database.

**REFEREE CURRICULUM COACHES GROUP**

Manage and roster Referee Curriculum Coaches. Meet bi-monthly to discuss officials, assessments, upgrades and educational techniques.

Further develop Referee Curriculum to assist officials in stages of game management learning.

Conduct regular development activities for RCCs.

Cross over with RCCs regularly and advise any relevant information/issues.

Keep up-to-dates notes on all officials surrounding observations and ensure all officials are regularly coached.

Identify accreditation gaps and develop ways to minimise impact on expanding competitions.

Work closely with the RCCs and Referee Elite Co-ordinator to ensure all elite referees are observed/assessed and encouraged to undertake education courses to advance skills.

Regularly review methods of teaching and improve best practice to increase knowledge, skills and passion.

Prepare monthly RCC payments.

**REFEREE TRAINERS**

Review and further develop the Trainers Course to assist in the coaching of Community Course graduates.

Ensure Trainers are accredited before rostered.

Conduct regular development activities for Trainers.

Cross over with RCCs regularly and advise any relevant information/issues.

**REFEREE COACHING COURSES**

Ensure RCCs and State Referees receive Level 1 Referee Coach accreditation.

Manage referee coach accreditation courses and development activities.

**REFEREE COURSES | Community to Association Advanced**

Update course content and materials for all referee accreditation courses in conjunction with Basketball NSW.

Manage and coordinate activities and pathways in the areas of refereeing and referee coaching including coordination and delivery of referee accreditation courses and development activities.

Develop and maintain material for online Association courses.

Conduct regular holiday bootcamps as part of the accreditation system.
Disseminate information to all referees and management regarding rules, rule changes, interpretations and mechanics of basketball refereeing.
Identify and motivate referees with potential to be selected to IRTP, Representative program or education courses/lectures.
Liaise and link with stakeholders – BNSW Staff and Management, Clubs and Schools regarding referee education and development.

**SCORETABLE & STATISTICIANS:**

Assist Scoretable & Statistics Co-Ordinators to develop clear pathways and ensure all officials are reviewed regularly.
Assist co-ordinators to develop education material, promote courses and publicise education calendar.
Maintain a database of accredited officials.

**MEDIA & PROMOTIONS**

Provide articles and information for monthly e-news to Business & Media Manager.
Provide concepts and development of promotional videos through Business & Media Manager.
Promote regular programs, pathways, special events and achievements to existing officials. Where required, promote to the wider community through Business & Media Manager.
In conjunction with the Referee Elite Co-ordinator make content ideas for the "Make The Call" instagram page.

**SUPERVISORY RESPONSIBILITIES**

Responsibilities will include hiring and training Game Supervisors; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
Responsible for the overall direction, coordination, and evaluation of this unit.

**QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

**Selection Criteria - Essential**

Be customer-focussed with the ability to understand issues from the member’s perspective. Solution focussed and provide a calming influence in circumstances where customer expectations may not have been met.
Proven administration and financial management competence.
Possess strong relationship management skills and the ability to work with a diverse range of stakeholders.
Possess strong communication skills, both verbal and written, with the capacity to communicate information and recommendations accurately, clearly and succinctly.
Willingness & ability to support 'inclusion' programs.
Evidence of the ability to work autonomously.
Proven ability to work as a part of a team to deliver outcomes.
Excellent time management skills.
Energetic and outgoing personality that supports your ability to build effective relationships
Excellent oral and written communication and presentation skills
Proven skills and knowledge in Microsoft software (Word, Excel, Publisher, Outlook, PowerPoint)
Demonstrated current rule knowledge.

Sound knowledge of teaching and mentoring skills.
Current Association Level Referee
Current driver's license.

**Selection Criteria - Highly Desirable:**

Demonstrated experience in the operations of a not for profit or similar organization.
Demonstrated high level of skill in all facets of refereeing basketball and the expansion of referee development programs for the association
Demonstrated ability in developing and supporting initiatives that encourage increased participation at all levels.
Degree, preferably in teaching, sports administration, coaching or sports management
Knowledge of, and passion for the sport of Basketball
Current State Level Referee
Current Level 1 Referee Coaching Certificate
Current Level 1 Scoretable Certificate
Current Level 1 Statistician Certificate

**PRE-EMPLOYMENT CHECKS**

Current Drivers Licence
Current Senior First Aid Certificate
Working with Children Check

*Hills Basketball Association is an equal opportunity employer who may from time to time require contribution and commitment above the scope of this profile. It is anticipated that the successful appointee shall maintain an awareness of this potential requirements and make every effort to assist in delivering to HBA's members' expectations in a cooperative and unreserved manner.*

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Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Chief Executive Officer: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_