

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 June 2022

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.

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

ABOUT THE ROLE

The mission of the Hills Basketball Association (HBA) is to be the best basketball association in Australia. Through our strong brand we aim to engage with our community and build the game of basketball in our area of influence.

Our people are key and our leaders are critical in fostering and promoting a safe, encouraging and diverse work place.

Growth of HBA and the sport are imminent, this role will be required to ensure that its area of accountability adapts to the expectations of an expanded organization.

OBJECTIVES OF THIS ROLE

This role is required to ensure that we maintain a strong team of officiating professionals that support the various competitions that HBA administers or is involved with.

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

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.

KEY AREAS OF MANAGEMENT

Oversee and facilitate all aspects of the Officials Department

Reporting and general complaint management

Recruit, develop and roster referees to local & external rosters

Recruit, develop and roster Game Supervisors

Officials database and statistics

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 HBA members.

Participate in activities associated with administrative processes and quality improvement.

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.

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 Referee Education Co-ordinator 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 development & educational activities for Game Supervisors.
Conduct regular Game Supervisors meetings to review season & discuss operations.
Roster & oversee game supervisor staff and ensure their required duties are carried out.
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

Manage Referee Elite Co-Ordinator.
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

Manage Referee Education Co-Ordinator.
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.
Work closely with the Referee Education Co-ordinator to ensure Referees are educated, observed & assessed regularly.
Develop suitable courses and training with the Referee Education Co-ordinator.
Assist in developing clear pathways for all referees and referee coaches.
Regularly review methods of teaching and improve best practice to increase knowledge, skills and passion.
Coach, observe and assess referees for upgrades.
Keep up-to-date with changes in Curriculum.

SCORETABLE & STATISTICIANS:

Manage Scoretable Co-Ordinator & Statistics Co-Ordinator.

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 team 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.

Excellent communication skills and ability to communicate effectively with people of all ages particularly adolescents.

Evidence of the ability to work autonomously.

Proven ability to work as a part of a team to deliver outcomes.

Excellent time management skills.

Ability to develop basketball programs.

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, Outlook, PowerPoint)

Demonstrated current rule knowledge.

Sound knowledge of teaching and mentoring skills.

Accredited Association Level Referee

Current driver's license.

Selection Criteria - Highly Desirable:

Proven administration and financial management competence.
Demonstrated experience in the operations of a not for profit or similar organization.
Demonstrated ability in developing and supporting initiatives that encourage increased participation at all levels.
Demonstrated high level of skill in all facets of refereeing basketball and the expansion of referee development programs for the association
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.
Accredited statistician, scoretable and referee coach.
Willingness & ability to support 'inclusion' programs.
Knowledge of, and passion for the sport of Basketball

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.

Full Name: _____ Signature: _____ Date: _____

Chief Executive Officer: _____ Signature: _____ Date: _____