



Referee Advisor / Manager Position Description

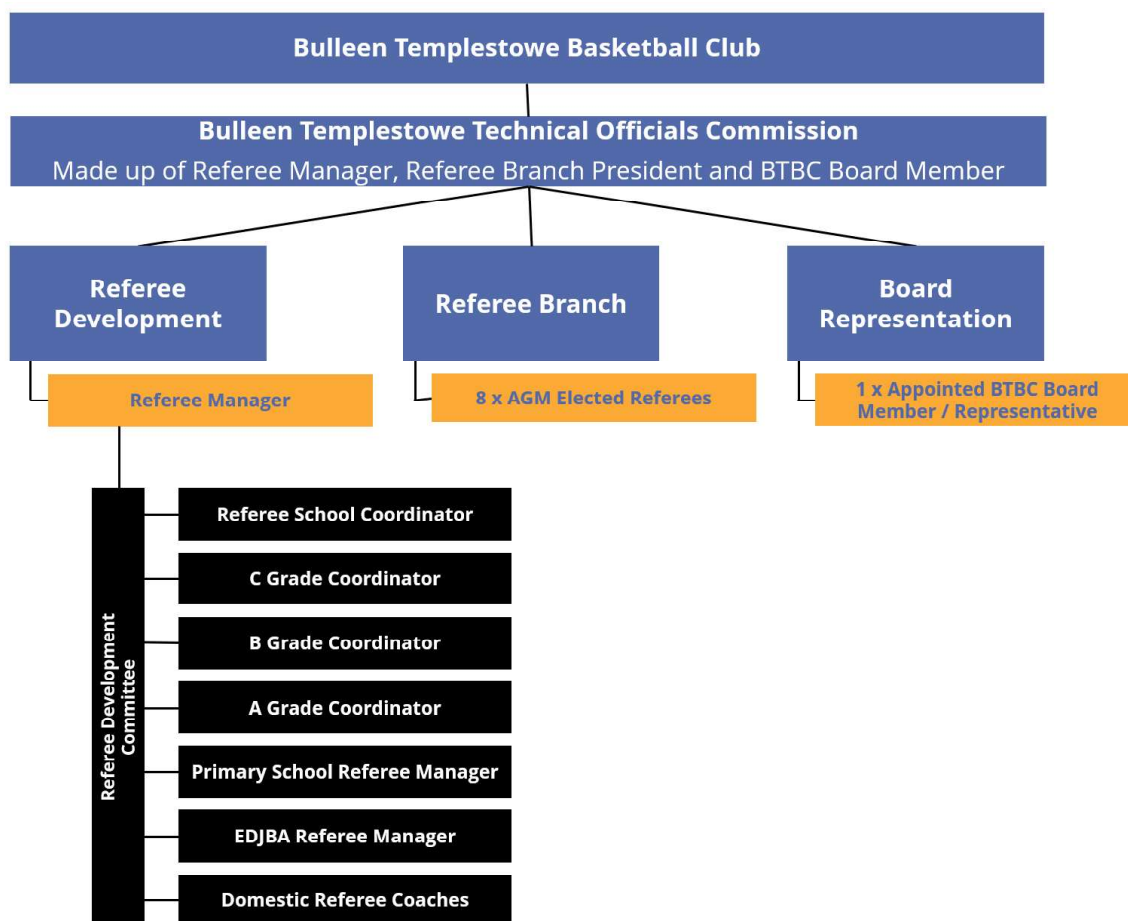
Job Description

Bulleen Templestowe Basketball Club (BTBC) is seeking applications for the position of Referee Advisor/Manager, which has tenure expiring at the conclusion of the 2019/20 Summer season. The Referee Advisor/Manager is responsible to the BTBC Board and is expected to work closely with Supervisors and Domestic Referee Coaches to ensure the efficient running of basketball competitions from an officiating perspective and the overall referee program at BTBC.

Remuneration

Paid at \$35 per hour at approximately 10 hours per week.

Organisation Structure



Referee Advisor/Manager – Education Roles and Responsibilities

1. Manage training and education of referees by:
 - a. providing online advertising, marketing and administrative systems to streamline Level 1C (beginner), Level 1B and Level 1A schools. These systems include:
 - i. Visual images required to advertise a school
 - ii. Facebook event creation and online sign up forms
 - iii. Simple automated excel spreadsheet outlining participants
 - iv. Online exam system with immediate results
 - b. providing and conducting clinics for referee advisors, course presenters or coordinators regarding how to use and operate the Program and best teaching methods
 - c. providing and regularly updating all content required for:
 - i. Referee Action Days
 - ii. Mentor Training
 - iii. Supervisor Training
 - iv. Domestic Referee Coach Training
 - d. Assist in the identification and development of future and current elite referees
2. Managing communication by:
 - a. providing appropriate resources and content for training sessions and review procedures
 - b. implementing and maintaining Jotform, TeamApp and SportsTG and its associated accounts for logs, registration forms and other forms of communication
 - c. continually improving the communication methods between the supervisors, referees and the association
3. The identification, training and nomination of referees onto Junior Panel.
4. Disseminating information regarding rule changes, interpretation and mechanics of basketball refereeing to appropriate people, including referees, players, coaches and administrators.
5. Supporting the holding of at least one A Grade referee course per year, including presenting or attending theory sessions, while considering future junior panel requirements.
6. Supporting the holding of at least three B Grade referee courses per year, including presenting or attending theory sessions.

Referee Advisor/Manager - Management Roles and Responsibilities

1. Oversee and manage the overall referee development program at BTBC
2. Manage referee retention by:
 - a. overseeing the compliance of the seasonal appointments process of:
 - i. Supervisors
 - ii. Domestic Referee Coaches
 - iii. Roster Coordinators
 - iv. Mid-season and end-of-season review cycle
 - b. providing position descriptions, documentation and an online application process for seasonal appointments of:
 - i. Supervisors
 - ii. Domestic Referee Coaches
 - iii. Roster Coordinators
 - iv. Mid-season and end-of-season review cycle
 - c. assisting in raising professional standards by providing documentation and necessary support for the implementation and compliance of:
 - i. Attendance and cancellation policies
 - ii. Uniform policies
 - iii. Discipline policies and procedures

- iv. Recognition and reward procedures
3. Managing the referee discipline system and standards while focusing on the improvement of performance by all referees and referee coaches.
4. Investigating and actioning any appropriate follow up from complaints or feedback.

Referee Advisor/Manager Generic Roles and Responsibilities

1. Attend venues in full Domestic Referee Coach uniform of black trousers, black shoes, black socks and DRC shirt tucked in. Black shorts may be worn on days of predicted temperatures over 30°.
2. Conduct monthly Development Committee meetings and, provide a monthly report summarising referee program needs and achievements.
3. Attend lectures, camps and courses conducted by Basketball Victoria (BV) or Technical Officials Commission (TOC [VBRA]) on rule changes, interpretations, mechanics, and education as approved or directed by BTBC.
4. Provide a regular timesheet to BTBC via approved methods.
5. Remain courtside of every match being evaluated at all times and not be distracted by electronic devices, any other items or any other people.
6. Provide regular informal feedback to all referees whilst at the stadium
7. Encourage equal participation in refereeing regardless of gender or any other attribute.
8. In consultation with BTBC identify and motivate current referees for education courses, seminars or lectures conducted by Basketball Victoria.
9. Build and maintain positive, respectful relationships with referees, players, coaches and other members of the BTBC community.
10. Share the BTBC vision for basketball at Bulleen by supporting BTBC decisions and rules with a positive attitude.
11. Other duties as agreed in consultation with BTBC.

Mandatory Selection Criteria

- Strategic and creative thinking ability with ability to develop strategies to achieve specific goals
- High-level relationship building and interpersonal skills in leading others
- The ability to effectively work as part of a small team
- Excellent time management skills
- Current financial membership of VBRA
- Minimum TOC (VBRA) Grade 1 Referee Coach accreditation
- Hold a current Working with Children card (if aged 18 years or over at time of application) or equivalent VIT registration or Victoria Police ID.

Desirable Selection Criteria

- TOC (VBRA) Grade 3 Advisor Referee Coach accreditation
- Active involvement as a referee or referee coach in elite VJBL, Big V or above competition
- Good understanding of the level of domestic competition at BTBC
- Excellent current rule knowledge
- Does not play or coach in any competition at BTBC

Application Process

To apply, please email your CV with a covering letter addressing the key selection criteria listed in the Person Description to generalmanager@bulleenboomers.com.au by 9am Tuesday 20th November.