

BASKETBALL BALLARAT POSITION DESCRIPTION

Referee Manager

Our vision is to be Ballarat's leading and most respected indoor sports community

Our Principles

The guiding value statements that inform what we do are:

LEADERSHIP: HONESTY: RESPECT: INTEGRITY: COMMITMENT: VISIONARY

Primary Objectives

The Referee Manager reports to the Basketball Manager and is responsible to:

1. Administer all duties relating to scheduling referees for all competitions and programs managed by Basketball Ballarat including tournament events.
2. Plan and implement all referee training and development needs.
3. Work cooperatively with the Basketball Department and Technical Officials Committee to provide technical expertise, leadership and to set culture expectations for the referee body.
4. Support junior referee's transitioning to senior competition.
5. Grow our referee base to maintain adequate service ratios for growing competitions.

Scope of Hours

The role is a full-time position across a five day week as agreed with CEO.

Any roster changes on rostered days off must be managed by a support person.

The role also requires the occupant to provide the administration service required to the referee body and the TOC. \

The position will be subject to the same annual closedown leave provisions of other sports roles (15 days)

Confidential and Secure Information

- You agree to respect the confidentiality of information and documents to which you have access in the course of or arising from your appointment by Basketball Ballarat or any of its related entities.
- You must not during your appointment or after the termination of your appointment, directly or indirectly use or disclose (or attempt to use or disclose) any confidential information for any unauthorised purpose including any benefit to you or any other person.
- You must ensure secure custody of confidential information in your control or possession and use your best endeavours to prevent the use or disclosure of confidential information by any person. All records must be stored within the Association systems and not on personal computers.

Basketball Ballarat (BB) Referees - Administration

Duties	Performance Measures
<ol style="list-style-type: none">1. Administration, set up, program sessions, promotion, advertising and co-ordination of all development courses2. Prepare and publish all referee rosters in a timely manner3. Liaise with relevant staff and officials on suitable referee appointments, pairings and on the development of junior referees on competition matches	<ul style="list-style-type: none">▪ Meeting the timelines that are set for the setting up of all courses/rosters.▪ Increasing numbers that are committing as referees.▪ Ensure resources and equipment are arranged.▪ Managing accreditations, availabilities, registrations & reports

<p>2. Manage administration, promotion, advertising and co-ordination of existing and potential Referee Programs and provide recommendations for new programs. Current or potential programs include:</p> <ul style="list-style-type: none"> • Level O Schools • Green Shirt Program • Mentor Program 	<ul style="list-style-type: none"> ▪ Meet the timelines that are set for the scheduling and setting up of these programs. ▪ Increasing numbers that are attending these programs. ▪ Maintain a record of course attendees and track time in role.
<p>3. Promote all other aspects of Referee Development Programs to help maintain and grow the sport</p>	<ul style="list-style-type: none"> ▪ Duties completed as agreed with TOC.
<p>4. Build networks and provide face to face, email and telephone service to referee and other stakeholders, schools and community groups in relation to referee opportunities.</p>	<ul style="list-style-type: none"> ▪ Ensure we develop a training and education program for officials that reflects staff handbook and BB policies and procedures.
<p>5. Act on feedback and / or complaints from referees or other stakeholders in relation to any of our Programs with a sense of urgency.</p>	<ul style="list-style-type: none"> ▪ Items are actioned within the requirements set out in the staff handbook / TOC direction. ▪ Recommend changes or improvements where applicable from complaints and feedback.
<p>6. With the TOC recruit and appoint referee coaches for all competitions and programs & monitor performance (subject to budget approval).</p>	<ul style="list-style-type: none"> ▪ Referee Coaches to meet the standards set out in the staff handbook and demonstrate our values.
<p>7. Ensure that social and digital media and websites are up to date for all Referee Development Programs and that referees adhere to BV social media policy.</p>	<ul style="list-style-type: none"> ▪ Ensure items are actioned and circulated within timelines.
<p>8. To complete all other duties as directed by the TOC or CEO. These duties may not be specifically mentioned in this Position Description, but they will be within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.</p>	<ul style="list-style-type: none"> ▪ Duties completed as assigned.

Areas Common to Basketball Ballarat and all Staff	
Duties	Performance Measures
<p>1. To ensure all work practices are conducted in accordance with Basketball Ballarat policies and procedures.</p>	<ul style="list-style-type: none"> ▪ Compliance with Basketball Ballarat policies and procedures.
<p>2. To demonstrate behaviour in accordance with BB's Mission and Values.</p>	<ul style="list-style-type: none"> ▪ Exhibition of behaviour that up-holds BB's Mission and Values.
<p>3. To follow all health and safety policies and procedures and help facilitate cooperation on health and safety issues.</p>	<ul style="list-style-type: none"> ▪ Compliance with all health and safety policies and procedures and reporting of all known or observed hazards and incidences.
<p>4. Work with the Basketball Department to ensure a harmonious, competitive and enjoyable environment for our sport.</p>	<ul style="list-style-type: none"> ▪ Exhibition of behaviour that up-holds BB's Mission and Values.
<p>6. Maintain required office and court dress standards at all times</p>	<ul style="list-style-type: none"> ▪ Compliance with all policies and procedures

Key Selection Criteria – (E) Essential (D) Desirable
<p>1. Excellent organisational and administrative skills (E)</p>
<p>2. Demonstrated knowledge, qualifications and experience of Basketball, development and rostering (D)</p>
<p>3. Experience and/or qualifications for engagement with all sectors of our sports community (D)</p>
<p>4. A proactive leadership style which has innovation, problem solving and example as key traits (D)</p>

5. Good computer literacy, including knowledge of Excel, Word, Outlook, PowerPoint, (E).
6. Excellent data entry skills and the ability to maintain accurate records (E)
7. Excellent oral and written communication skills and the ability to discuss and resolve problems (E)
8. An ability to communicate with staff, volunteers and to work effectively in a team environment with key stakeholders (E)
9. The ability to set priorities, meet time-frames and work independently where required (E)
10. A positive attitude towards learning new skills and gaining new knowledge (E)
11. A Working With Children Check (E)

Further Information
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