



Referee Co-ordinator (RC) – February 2021

ORGANISATIONAL OVERVIEW

Cockburn Basketball Association (CBA) is a not-for-profit organisation, with a mission of being Western Australia's Leading Family Basketball Association. The Cougar Family values inclusion, enjoyment and excellence, translating to people, family and basketball. In that order. The Association proudly has more than 2,200 members across 260 competition teams, 24 representative teams, two NBL1 programs, and a booming grassroots base.

POSITION OVERVIEW

JOB TITLE	Referee Co-ordinator (RC)
POSITION STATUS	Casual – up to 20 hours per week.
REPORTS TO	Basketball Development and Administration Manager (BDAM)
DIRECT REPORTS	Casual Game Night Staff and Volunteers

PURPOSE

Reporting to the BDAM, the primary objective of the Referee Co-ordinator is to oversee, develop and coordinate the refereeing needs of the CBA.

The RC is expected to work closely (and enthusiastically) with referees and referee coaches (where applicable) in the areas of mentoring, co-ordinating and rostering officials on a weekly basis. The development element of the role is the most critical, ensuring the RC works to develop officials that are not just better at their role, but better role models and humans inside the Cougar Family.

Having an expert understanding of FIBA rules is critical to the role, while also ensuring the RC is teamwork orientated, self-motivated, committed, shows initiative, and models a high-level of service to the community. They will have strong organisational skills and will be able to deliver outcomes while working to deadlines in a challenging and fast-paced environment.

KEY RELATIONSHIPS

- CBA Staff
- Junior and Senior Players
- Parents and Guardians
- General CBA Members
- Referees and Referees Coach
- CBA Board of Directors



KEY RESPONSIBILITIES

CBA Values:

- Demonstrated in day-to-day work in accordance with CBA behavioural traits.

Referee Recruitment, Co-ordination, and Development

- Oversee referee coaches (where applicable) in their roles in coaching/mentoring referees.
- Recruit and co-ordinate (including rostering) enough referees to officiate all CBA competition games (including WABL), including any changes or challenges faced as a part of this process.
- Manage referees in conjunction with the competition co-ordinator / court controller on a competition game day/night.
- Develop referees to ensure they meet the expected standards (culturally, professionally) of a CBA official. This includes consistent evaluation and a reporting structure that meets the needs of a CBA referee development plan and CBA operational plans.
- Establish a clear pathway for CBA officials to develop and achieve certifications to ensure they are moving up the Basketball WA referee pathway.
- In conjunction with the BDAM, establish, adapt, and implement a referee development plan for the CBA.

Stakeholder Management / Governance

- Provide effective communication to key stakeholders, ensuring referee information is clear and concise to relevant members.
- Ensure queries and complaints in relation to CBA competitions are directed and dealt with using the correct CBA grievance procedure.
- Establish a culture reflective of CBA values and behaviours inside the referee group that ultimately leads to a high-level of stakeholder satisfaction.

General Responsibilities

- Always uphold the values of CBA and Basketball WA.
- Ensure that an up-to-date knowledge of FIBA rules and CBA competition rules is always maintained.
- Work co-operatively with the CBA competitions team in relation to referee co-ordination and development, including any issues that arise.
- Provide timely reports and updates to the BDAM on key KPIs and outcomes for referees.
- Assist referees with incident/tribunal reports as well as any game and/or competition rulings.



Other

- In addition to the responsibilities indicated, the Employer is entitled to request the Employee to perform such other duties as are within the Employee's training and competence and are reasonably requested to meet the strategic requirements of the Association.

SKILLS AND QUALIFICATIONS

- Services provided by RC are regarded by stakeholders (both internal and external) as well organized, efficient, and professional.
- All administration tasks is completed in a timely and efficient manner.
- Internal operations are efficient and effective with all necessary policies in place.

ESSENTIAL PERSONAL QUALITIES

- Strong organisational skills
- Able to build and maintain professional working relationships.
- Excellent stakeholder management skills – including adaptability
- Excellent written and verbal communication skills
- Highly competent IT skills
- Time management ability

TYPICAL EXPERIENCE

Essential

- At least 12 months experience as a State-League level official and/or referee coach experience.

Desirable

- Experience working in a not-for-profit or similar community organisation.
- Experience working with a wide range of stakeholders in a fast-paced environment.

CBA VALUES

Include	Enjoy	Excel
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Applications: Please submit a resume/CV and cover letter to Tyrone Thwaites (tyrone@cougarfamily.com) by no later than 12pm Friday 26 February.

