

Basketball WA PMBL Referee Coordinator Position



Job Description

Basketball Western Australia is seeking applications for the position of Referee Coordinator for the Perth Metropolitan Basketball League (PMBL), which has tenure that concludes 24th November 2017. Basketball WA requires a coordinator for Monday, Tuesday and Wednesday nights from January to December excluding public holidays and two weeks over the Christmas/New Year break. The PMBL Referee Coordinator will report to the Competition Administrator and is expected to work closely with referees and referee coaches who are involved in the PMBL in the areas of mentoring, coordinating and rostering each week to ensure development of basketball referees within the PMBL competition.

Time and Dates

January to December except public holidays and the 2 week Christmas Break

Monday, Tuesday and Wednesday nights. Preference would be for three separate part time coordinators each on one permanent night each season and one casual coordinator.

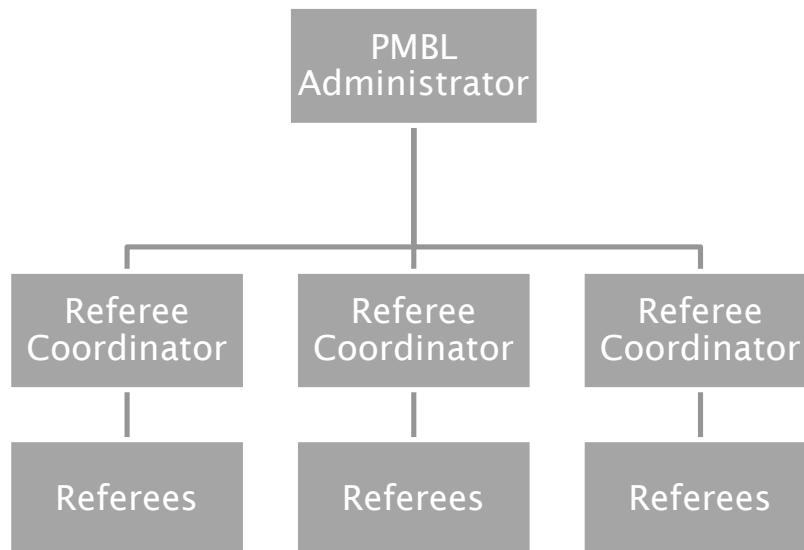
Start time 5:45pm, finish time 11pm.

Remuneration

Referee Coordinator

Level 4 Award Rate - \$26.83 per hour

Organisation Structure – PMBL



Roles and Responsibilities

Referee Recruitment, organisation and development

1. Oversee referee coaches in their roles in coaching/mentoring referees
2. To recruit and organise sufficient referees to officiate all PMBL games (2 referees per court per game)
3. Ensure referees are rostered one week in advance for each competition night
4. Facilitate any roster changes leading up to and including on each competition night
5. Coordinate the referees for the night and ensure they understand what games they have been allocated
6. Manage the assessment of referees who need sign-offs for Level 1 accreditation
7. Ensure referees and referee coaches are in correct uniform as outlined in the referee's code of conduct
8. Keep a log of tendencies of officials in relation to the banding and potential to increase or decrease in their band in areas such as; customer complaints, reliability, availability and professionalism.
9. Assist in creating & maintaining a positive culture amongst the referees
10. Ensure that referees are not rostered to referee within their own division if they are also a player

Customer orientation

1. Direct any queries and complaints regarding games from patrons to the Games Controller
2. Provide effective and friendly customer service to the patrons of the PMBL
3. Portray and maintain a positive attitude and demeanour whilst handling any issues that may arise
4. Maintain a culture within your staffing group which encourages and fosters outstanding customer service

General

1. Uphold the values of Basketball WA in line with the objectives of the strategic plan.
2. Deal with any unacceptable behaviour from coaches, players and spectators within the Basketball WA guidelines.
3. Understand the FIBA rules, by-laws and any variations of the rules of the competition.
4. Abide by any guidelines or instructions set out by Basketball WA.
5. Report to the Officials Education and Development Officer with any referee issues that need to be addressed.
6. Report, in writing, any recommendation on how to improve the standard of officiating within the PMBL.
7. Assist referees with incident/tribunal reports as well as any game and/or competition rulings when necessary.
8. Work with and assist competition staff and other Basketball WA staff where necessary.
9. Arrive at the venue no later than the rostered start time.
10. Ensure that a pay sheet is completed that accurately reflects the amount of games each referee has officiated each night.

Note: Coordinators may referee on nights they do not coordinator and will be paid within the highest band in the PMBL

Mandatory Selection Criteria (competencies)

- Minimum Basketball WA Level 1 Referee Coach
- Actively referee or supervise Basketball WA competitions within associations.
- Excellent planning and organisational skills.
- Excellent knowledge of Basketball Rules and refereeing
- Be able to work effectively as part of a team and have the capacity to represent Basketball WA throughout the relevant competitions
- Honest, reliable and disciplined
- Highly developed interpersonal, written and oral communication skills
- Ability to construct and deliver relevant feedback
- Solution orientated problem solver with a proactive approach and proven initiative
- Meticulous in presentation of work with particular attention to detail
- Excellent time management
- Able to work with a minimum amount of supervision
- Prepared to work as an integral part of a professional and dedicated team

Desirable Selection Criteria

- Good understanding of the structure of the Basketball WA competitions
- Basketball WA Level 2 Referee coach

Application Procedure

To apply for this position, please complete the application below

Application details – PMBL Coordinator Position

Full name: _____

Address: _____

Email: _____

Mobile Number: _____

Preferred number of days: _____

Please indicate which nights you are available in order of preference ensuring you note any definite unavailability

Please include a resume with this application as well as a cover letter outlining why you believe you are suitable for this role.

I have read and understand the job description and requirements as a Basketball WA Competitions Referee Coordinator:

Print Name: _____

Sign Name: _____

Date: _____

Please return completed applications to stephen.dewet@basketballwa.asn.au no later than Friday the 30th of June 2017.

Suitable candidates will be contacted by the 7th of July 2017.