

JOB DESCRIPTION

POSITION TITLE: Referee Development and Appointments Officer

REPORTS TO: CEO

DATE WRITTEN: December 2022

Roles and Responsibilities

- Recruit, train and implement assessment processes referees for all CBA club competition grades
- Appoint referees for Club competition grades
- Appoint Referee Trainers to appropriate Club games
- Maintain a database of Club referees and training records
- Develop the structure for referee development in Canterbury
- Conduct training clinics at all clubs within CBA
- Coordinate all referee “community” events and social media presence
- Appoint and train floor controllers for CBA Club competitions
- Maintain accurate records for referee and floor controller reimbursements
- Ensure payment details are forwarded to the Finance Manager in timely manner
- Appoint referees for u17, u19 and u23 tournaments
- Be the “public face” for refereeing in Canterbury

Skills/Experience Required

- Referee Knowledge in Basketball
- Have a strong vision for Referee Development
- Have the ability to innovate to overcome challenges
- Be able to produce professional training resources
- Enthusiastic, organised, efficient, and able to manage their own time effectively
- A passion for basketball, and for empowering others
- Excellent inter-personal skills, with the ability to recruit new referees from current club players
- Competency in technology (email, spreadsheets, databases, presentations, documents)
- Be able to produce professional training resources
- Enthusiastic, organised, efficient, and able to manage their own time effectively
- Very competent in use of social media as a communication /community building tool
- Able to effectively engage with a wide range of basketball stakeholders
- Proven administration, record keeping and reporting ability
- Current drivers licence