

## Position Description

### Position Information

- Build a rapport with team, team captains and coaches.
- Act as a face of the competition to all players, coaches & spectators.
- Ensure the facility is setup to run basketball competitions.
- Ensure the facility is safe for all patrons.
- Must enthusiastically and officially promote and professionally administer the referees under his/her care.
- Must lead by punctuality and general behaviour.
- Must wear the approved uniform for each session. The supervisor **must** be able to referee on court at any point in time. The approved uniform includes:
  - Supervisor polo and jacket (KBA to provide)
  - Winter – Black Pants and Summer – Black Shorts (Shorts are not applicable for Friday night representative competition)
  - Black Shoes

\*NOTE- Summer and Winter is defined by the start and end of daylight savings

- Must have good communication and organisation skills.
- Reports to the Keilor Basketball Association (KBA) General Manager.
- In the case of a supervisor not being able to perform their duties they must arrange a replacement and confirm with the KBA General Manager and Referee Advisor who the replacement is. This must be within 48 hours of a shift unless this is an emergency.

### Requirements

- Applicants must hold a valid Working with Children Check (WWC).
- Applicants must be registered through 'Refbook'.
- Applicants must have held A-Grade Referee qualification for a minimum of 6 months
- Applicants must be 18 years of age or older.
- Current First Aid qualification is preferred.

### Overall Duties and Responsibilities

1. The Supervisor must enforce all directions from the KBA Referee Advisor and KBA General Manager (including the KBA Behaviour Policy, TOC Keilor Policies).
2. The Supervisor must always uphold the KBA values through their behaviour and communication (online and in- person) when on duty and off duty.
3. Complete any accreditation or online training at directed by the KBA General Manager.
4. Commence duty per the specified start time; ensuring that all netball poles are removed from the courts and secured in the allotted positions and, the basketball backboards are in place and secured in their correct positions ready for competition. The supervisor will inspect all equipment (eg basketballs, score boards) and if faulty report to the Keilor Basketball Association.
5. At least 1 of the supervisors must be available for pack-up/setup. This includes setting up the stadium scoring lap-tops on each score bench. At the end of the night, these then need to be packed away and put back in the referee's cabinet, as you found them.
6. Provide direction to referees in regard to court management and effective communication between players, coaches and spectators at all times and to ensure that all courts are free of spilt drinks and/or blood.

7. Supervisors are to spend a minimal amount of time in the referees room. Supervisors are expected to spend the majority of the time watching referees, coaching referees and providing feedback.
8. Where 2 supervisors are appointed to Keilor Basketball Stadium on a shift, it is expected that there is a supervisor in each part of the stadium (Courts 1-3 and Courts 4-6) at all times, unless there is an issue requiring both supervisors.
9. Where 2 supervisors are appointed and there is only 3 courts running the 2<sup>nd</sup> Supervisor may leave early but will only be paid for the hours worked.
10. Observe the uniforms and appearance of all referees. Referees that are not in uniform should be penalised as per by-laws of the TOC Keilor Branch.
11. Monitor referee performance on all courts and ensure referees perform to their accredited level.
12. Provide encouragement and support referees in any capacity required during the shift which includes being seen on court during games, speaking to referees during time out outs and at half time.
13. Complete at least one (per supervisor) online feedback form on a referee's performance per shift and to be submitted prior to the end of the shift.
  - The KBA office may deduct \$23 for not completing this duty
14. Inspect scoresheets and/or online system where applicable to ensure their proper completion.
15. Liaise and co-operate with KBA Administration in relation to fixtures and walkovers to ensure the efficient running of the competition.
16. Ensure that Referees are up to date with the current Keilor Basketball Association by-laws and to exercise common-sense when applying by-laws that may result in a walkover.
17. Liaise with the Referees Advisor and or his/her assistants where necessary and to report any misconduct by referees to the Referee Advisor.
18. Liaise with the Referees Advisor and or his/her assistants where possible to schedule referee coaching and development.
19. Assist the duty manager in ensuring that all exit doors are locked; lights are turned off at the end of the night; that all patrons have vacated the premises at the close of day; and, that all patrons have vacated the premises in the case of an emergency and emergency service have been contacted.
20. Assist the duty manager in the distribution of notices and fixtures when necessary.
21. It is preferred that supervisors do not referee. However, if necessary due to an unplanned shortage. The supervisor must not play on the night they supervise.
22. Ensure policies of Basketball Victoria including "Codes of Conduct" are enforced.
23. The supervisor shall, where appropriate, assist referees in completing Basketball Victoria player report forms and game feedback forms, and forward the report form with the referees' contact numbers to the KBA office for processing. The supervisor is responsible for following up any reports on their session. The supervisor must complete a Basketball Victoria report form on any person who causes damage to the stadium premises. This should be done online and needs to be done ideally on the night or within 24 hours of any incident.

24. The supervisor is required to submit a report via email or the nominated online form to the KBA General Manager and/or Referee Advisor where issues have occurred. This needs to be done ideally on the night or within 24 hours of any incident.
25. The supervisor will have access to the TOC Keilor Branch laptop. The internet on the laptop is to be ONLY used for basketball purposes.
26. The supervisor will be required to attend meetings (face-to-face or online) if requested by Referee Advisor or the KBA General Manager.
27. Help with grand final presentations of trophies if required.
28. Appointment will be made for 01/10/21 to 30/09/22. All positions will be advertised and appointed on a yearly basis.
29. KBA in coordination with the KBA Referee Advisor can terminate the supervisor position at any time provided sufficient written warning has been given for not fulfilling the required duties in accordance with the above.
30. Referee Supervisors are responsible for the cleanliness of the referee room at the end of their shift. This includes picking up any rubbish scattered around the room and/or on the floor. All rubbish bins are to be removed from the referee room at the end of the shift.

### **Additional Duties and Responsibilities based on Role**

#### **Weeknight Supervisor**

1. The roster handover from the Roster Appointments officer for that relevant competition night (Monday, Tuesday, Wednesday or Thursday) will be at 5.00pm that relevant night. From 5.00pm onwards, if there are any amendments that need to be made to the roster, it is the responsibility of the lead supervisor.
2. Adjust the roster where and when necessary to ensure correct match ups on games. At the end on the night, the roster should be accurate and reflect the match ups that occurred on the night.
3. Any potential Referee upgrades need to be communicated to Referee Advisor prior to evaluation.

#### **Friday Night Representative**

1. The roster handover from the Roster Appointments officer will be at 5.00pm. From 5.00pm onwards, if there are any amendments that need to be made to the roster, it is the responsibility of the supervisor(s).
2. Adjust the roster where and when necessary to ensure correct match ups on games. At the end on the night, the roster should be accurate and reflect the match ups that occurred on the night.
3. The supervisor must complete any forms as required by MUVJBL and submit them to the KBA Administration.
4. Where panel referees are appointed to games at Keilor, the primary focus of the supervisor should be on the courts where non-panel referees are appointed.

5. Any potential Referee upgrades need to be communicated to Referee Advisor prior to evaluation.

### **Saturday Keilor Supervisor**

1. The roster handover from the Roster Appointments officer will be at 9.00pm the Friday night before. From 9.00pm the Friday night before and onwards, if there are any amendments that need to be made to the roster, it is the responsibility of the lead supervisor(s).
2. The Keilor supervisors are responsible for the overall management of the referees at all venues.
3. Adjust the roster where and when necessary to ensure correct match ups on games. This includes any changes from 9.00pm the Friday night before and where referees have pulled out on Saturday and are unable to do their appointed game. They must ensure that there is at least 1 referee appointed to every game on the roster. At the end of the day/night, the roster should be accurate and reflect the match ups that occurred on the day/night. Keilor supervisors must communicate the changes to the relevant doorkeeper/supervisor at the outside venues.
4. The Keilor supervisors are responsible for following up any referees that haven't attended their appointments at all venues.
5. The Keilor supervisors must be able to take calls from doorkeepers/supervisor at the outside venues to help deal with any referee related issues.
6. Any potential Referee upgrades need to be communicated to Referee Advisor prior to evaluation.

### **Saturday Roaming Supervisor**

1. The supervisor is to liaise with the Referee Advisor each week to understand the venues and directions for the day.
2. The Supervisor payment includes any time driving between venues.
3. Any potential Referee upgrades need to be communicated to Referee Advisor prior to evaluation.

### **Permanent Supervisor (where relevant)**

1. The permanent supervisor is responsible for finding a replacement supervisor should they not be available to supervise that relevant day/night.
2. The permanent supervisor must be available for set up and pack up or arrange someone else who is available to set up and pack up.
3. Any potential Referee upgrades need to be communicated to Referee Advisor prior to evaluation.

### **Payment**

1. All supervisors will be paid the Regular Season or Finals TOC (Technical Officials Commission) Domestic Level 2 Referee Coach per hour.

2. Where a supervisor is Level 3 or 4 Referee Coach they are entitled to the rate listed at their level.
3. A Supervisor may referee with payment being a nil game payment for the first game and half game payment for all subsequent games refereed.
4. A supervisor is not entitled to any bonus payment and any games refereed during a supervisor shift will not count towards any referee bonuses.
5. If a supervisor is requested by the KBA office to compile a roster for a particular shift, they will be financially compensated for such roster. If they do not supervise a shift but still compile the roster, supervisors are still entitled to financial compensation.
6. The hours of payment are listed below. This includes any set-up and pack-up time. If supervisors are required to stay back due to games running behind, medical issues etc then they can claim the hours worked.
7. Payment will be via EFT (Electronic Funds Transfer).

<b>Role</b>	<b>Start Time</b>	<b>End Time</b>
Monday	30 minutes before First Game	15 Minutes after Last Game
Tuesday	30 minutes before First Game	15 Minutes after Last Game
Wednesday	30 minutes before First Game	15 Minutes after Last Game
Thursday	15 minutes before First Game	15 Minutes after Last Game
Friday	30 minutes before First Game	15 Minutes after Last Game
Saturday AM Supervisor	30 minutes before First Game	1.00PM
Saturday PM Supervisor 1	11.45PM	15 Minutes after Last Game
Saturday PM Supervisor 2	12.45PM	15 Minutes after Last Game
Saturday Roaming Supervisor	As directed by Referee Advisor	As directed by Referee Advisor

**Privacy**

Any information made accessible to Referee Supervisors remains Private and Confidential and is only to be used to fulfil the responsibilities related to this position. Any misuse of this information may result in termination from this role.

**Communication**

As a representative of the KBA, supervisors are not to partake in any forms of communication in a public forum whereby their comments may be interpreted as the opinion of the KBA. Any misuse of social media where comments may be interpreted as bullying, harassment or offensive in nature may result in termination from this role.

**Signed KBA**

Name: .....

Signature: .....

Date: .....

**Signed Referee Supervisor**



**asketball Association- Referee Supervisor**



Name: .....

Signature: .....

Date: .....