



# **HAWKESBURY AND DISTRICT BASKETBALL ASSOCIATION**

**HOME OF THE HAWKESBURY JETS**

## **Position Description Referee Supervisor**

### **Purpose of the Role**

The role of the Referee Supervisor is to ensure that referees are rostered to games appropriately, and all referees appointed to games at Hawkesbury and Districts Basketball Association (HDBA) maintain an acceptable standard of behaviour and performance. This will ensure that games are controlled in a manner that allows a safe and fair game for all participants, with due result. Additionally, Referee Supervisor are to support all referees through any conflict or difficult situations.

### **Duties and Responsibilities**

1. Wear clothing easily identifiable as a referee supervisor when on the court (HDBA polo shirt/jumper, or official BNSW referee attire).
2. Organise and publish referee rosters. Rosters are to be published at least 1 week in advance of the date of games. Rosters are not to be prepared during time allocated to supervising competitions.
3. Ensure that each game is covered by suitably qualified referees. In allocating referees to games, consider the physical load upon that person with regard to earlier games they will play or referee. Also consider “partnerships” of referees and their confidence level when allocating junior referees to games.
4. Arrive half an hour before competition start time to make any required changes to rosters due to last minute absences, cancelled games, forfeits etc., and address any issues that emerge before the start of competition.
5. Educate referees to report to you on arrival 15 minutes in advance of their listed start time and inform them of their court allocations. Ensure games start on time with both referees in attendance and ensure that all referees provide a one-minute warning before starting the game.
6. Ensure referees are appropriately dressed. Referee attire MUST consist of black shorts, (long black pants for finals), and a tucked in Hawkesbury referee shirt (no hoodies under referee shirts).
7. Ensure referees check that all player numbers are correct on iPads, and unregistered or suspended players do not take the court. Referees should also ensure that players are in correct uniform and comply with BNSW domestic regulations on jewellery, hair, fingernails, and shorts without pockets.

8. Ensure that referees check ALL iPads at half time to make sure that players not in attendance are not listed on the iPad as playing.
9. Ensure that referees finalise games correctly on the iPads. Any discrepancies in scores, that cannot be rectified, must be reported to the Court Supervisor or Referee Supervisor immediately. This will then be passed on to the Board of HDBA.
10. Pay particular attention to the supervision and communication needs of junior and green shirt referees, and support or remove referees from hostile or potentially dangerous situations and follow up afterwards to debrief. If the referee is a minor the supervisor must notify their parent/guardians of significant incidents.
11. Ensure all refereeing incidents are correctly recorded and reported to the appropriate HDBA staff member within 48 hours of the event for further action, including assisting referees to follow the correct procedure when citing a player or team member. However, providing this assistance should not distract you from your duties on your shift.
12. Address any major issues involving the teams or spectators, and if necessary (in junior domestic games), issue the correct foul (i.e. technical, unsportsmanlike, or disqualifying), in the event the referees allocated to the game do not. Alternatively, issues with spectators can be reported to the Court Supervisor or a board member if necessary.
13. Engage both verbally and in writing as required with relevant administrative staff, Referee Development Officers, and Court Supervisors to ensure all competitions are conducted according to the By-Laws of the HDBA and to provide a marketable service to the customers of the HDBA.
14. Supply the RDOs with the following before each monthly board meeting or when requested:
  - Weekly feedback on referee performance.
  - A report covering recommendations, highlights, or any major incidents involving refereeing, including notes on referees who regularly do not arrive on time.
  - Written notes regarding the behaviour of referees and advise the Referee Development Officers of any poor performance.
15. Always assist referees with rule interpretations and questions. If you are not sure, seek advice from the Referee Development Officers.
16. If a situation or problem arises to which you are not sure of the answer or remedy, seek advice from the Referee Development Officers, and make clear notes in your Report.
17. Follow the required procedure regarding complaints against referees. Teams should email the HDBA secretary when issues are raised – these will then be forwarded to the Referee Development Officers.
18. Supervisors are not permitted to spend prolonged periods of time in the canteen or office. It is essential that you are active on the courts and readily available to our referees and patrons.
19. Referee Supervisors are expected to set a positive example for all referees. Thus, Referee Supervisors should maintain appropriate personal behavioural standards in all

basketball activities including but not limited to supervising, refereeing, playing, coaching, or spectating.

## **Selection Criteria for Referee Supervisor Positions**

1. Qualified adult referee with a sound understanding of refereeing mechanics and IOTs.
2. Intermediate knowledge of the FIBA rules and interpretations of Basketball.
3. Understanding of, or willingness to learn HDBA by-laws and policies.
4. Previous experience supervising/refereeing games of a relevant difficulty or standard is not essential but will be highly regarded.
5. Conflict resolution skills with the ability to balance the need to allow people to feel heard with the need to enforce the appropriate behavioural standards.
6. Basic understanding of (or willingness to learn) tribunal disciplinary procedures and processes.
7. Understanding and awareness of (or willingness to learn) HDBA duty of care, OH&S and supervisory responsibilities for all referees, especially minors.
8. Ability to maintain professionalism, confidentiality, and discretion in delicate matters.

## **Payment**

This role will be paid at between \$22-\$25 per time slot depending on experience and qualifications. An additional weekly payment of 30 minutes at the established rate of pay will be provided for the organising of rosters on a weekly basis.

## **Other Job Requirements**

Applicants for referee supervisor positions are also required to obtain and provide to HDBA:

- Working with Children Check
- Police Check

As they progress in the role, successful applicants may also be required to obtain and provide to HDBA a Certificate of completion of the BNSW Association Referee Instructor Course.