

### **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
  - KBA will provide a supervisor polo and jacket
  - 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) Operations Manager
- In the case of a supervisor not being able to perform their duties they must arrange a replacement and confirm with the KBA Operations Manager and Referee Advisor who the replacement is. This must be within 48 hours of a shift unless this is an emergency
- The supervisor must hold a valid Working with Children Check (WWC)
- It is preferable that the supervisor is a referee but it is not compulsory.

### **Overall Duties and Responsibilities**

1. The Supervisor must enforce all directions from the KBA Referee Advisor, KBA, VBRA and VBRA Keilor Branch. This includes KBA Behaviour Policy, VBRA Keilor Branch Discipline
2. Complete any accreditation or online training at directed by the KBA Operations Manager
3. Commence duty 30 minutes prior to the scheduled first game; 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.
4. 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, complete with the cable lock and mouse. 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. This is to be arranged by the lead supervisor of the shift
5. Provide direction to referees in regards 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.
6. 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 and providing feedback



## Keilor Basketball Association Position Description Supervisor



7. 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.
8. 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
9. Observe the uniforms and appearance of all referees. Referees that are not in uniform should be penalised as per by-laws of the VBRA Keilor Branch
10. Monitor referee performance on all courts and ensure referees perform to their accredited level.
11. Provide encouragement and support referees in any capacity required during the shift.
12. Complete at least two online feedback form on a referee's performance per shift.
13. Inspect scoresheets and/or online system where applicable to ensure their proper completion
14. Liaise and co-operate with KBA Administration in relation to fixtures and walkovers to ensure the efficient running of the competition.
15. 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.
16. Liaise with the Referees Advisor and or his/her assistants where necessary and to report any misconduct by referees to VBRA Keilor Branch committee.
17. Liaise with the Referees Advisor and or his/her assistants where possible to schedule referee coaching and development.
18. 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.
19. Assist the duty manager in the distribution of notices and fixtures when necessary and provide the duty manager with a pay sheet for the referees (either online or paper based)
20. 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
21. Ensure policies of Basketball Victoria including "Codes of Conduct" are enforced.
22. 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.
23. The supervisor is required to submit a report via email or the nominated online form to the KBA Operations 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.
24. The supervisor will have access to the VBRA Keilor Branch laptop. The internet on the laptop is to be ONLY used for basketball purposes.



## **Keilor Basketball Association Position Description** **Supervisor**



25. The supervisor will be required to attend meetings (face-to-face or online) if requested by Referee Advisor, Keilor Basketball Association or the VBRA Keilor Branch.
26. Help with grand final presentations of trophies if required
27. Appointment will be made for a calendar year period (1<sup>st</sup> Jan – 31<sup>st</sup> December). All positions will be advertised and appointed on a yearly basis. If a position becomes available during the period the term will be until 31<sup>st</sup> December.
28. KBA in coordination with the KBA Referee Advisor, and VBRA Keilor Branch 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.

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

#### **Weeknight Roster**

1. The supervisor must complete the referee roster in the approved online system at least 48 hours in advance for senior domestic. Note: checks will be made periodically to ensure that referee appointments are being honoured by referees.
2. Appoint only those referees who are licensed with the VBRA (with preference being given to VBRA Keilor Branch members), roster them for games scheduled at all venues where the competition is controlled by the Keilor Basketball Association and, make all necessary attempts to have sufficient referees to cover the entire session.

#### **Friday Night Representative**

1. The supervisor must complete any forms as required by MUVJBL and submit them to the KBA Administration
2. 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

#### **Saturday Keilor Supervisor**

1. The Keilor supervisors are responsible for the overall management of the referees at all venues
2. The Keilor supervisors are responsible for making any changes to the roster on Saturday. This includes any changes from late Friday night 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. Keilor supervisors must communicate the changes to the relevant doorkeeper/supervisor at the outside venues
3. The Keilor supervisors are responsible for following up any referees that haven't attended their appointments at all venues
4. The Keilor supervisors must be able to take calls from doorkeepers/supervisor at the outside venues to help deal with any referee related issues



# Keilor Basketball Association Position Description Supervisor



## Saturday Roaming Supervisor

5. The supervisor is liaise with the Referee Advisor each week to understand the venues and directions for the day
6. The Supervisor payment includes any time driving between venues.

## Permanent Supervisor

1. The permanent supervisor for Friday and Saturday AM (for the roaming Saturday morning supervisor and Saturday PM (for the 2<sup>nd</sup> Saturday Keilor PM supervisor) is responsible for organising the rotating supervisor each week
2. The permanent supervisor must publish the roster at least 2 weeks in advance via the directed means
3. The permanent supervisor must organise at least 1 person for pack-up and set-up

## 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 bonus.
5. The roster person for Monday, Tuesday and Wednesday night will be paid \$25 for each roster. If they do not supervisor a shift but still compile the roster they are still entitled to the payment.
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. Where possible payments will be made by EFT (Electronic Funds Transfer)

<b>Role</b>	<b>Start Time</b>	<b>End Time</b>
Monday	30 minutes before First Game	30 Minutes after Last Game
Tuesday	30 minutes before First Game	30 Minutes after Last Game
Wednesday	30 minutes before First Game	30 Minutes after Last Game
Thursday	15 minutes before First Game	15 Minutes after Last Game
Friday	30 minutes before First Game	30 Minutes after Last Game
Saturday AM Supervisor	30 minutes before First Game	1.00PM
Saturday PM Supervisor 1	12.00PM	30 Minutes after Last Game
Saturday PM Supervisor 2	1.00PM	30 Minutes after Last Game
Saturday Roaming Supervisor	As directed by Referee Advisor	As directed by Referee Advisor



**Keilor Basketball Association Position Description**  
**Supervisor**



Signed

Name: .....

Signature: .....

Date: : .....

Signed Supervisor

Name: .....

Signature: .....

Date: : .....