



State Director of Referees

Criteria

- This position will generally apply to each State affiliate of the Australian Billiards and Snooker Council (ABSC) as considered appropriate by the ABSC Executive Council.
- Each ABSC State affiliate Board shall fill the position by appointment, duly nominated from the ranks of suitably qualified senior referees domiciled within their State, subject to prior approval by the ABSC Executive Council.
- Term of appointment will generally be for 12 months with any extension subject to a satisfactory annual performance review of all duties and responsibilities. Such review shall be completed by the relevant ABSC State affiliate Board who shall then forward their subsequent recommendation to the ABSC Executive Council for determination.

Job Description

1. To assume total responsibility for the administration and oversight of all accredited Referees based within their home State.
2. To provide quality leadership, supervision and instruction for all accredited State Referees and potential candidates, including supporting their efforts to improve their knowledge, skills and competencies and reach their full potential.
3. To represent those accredited referees at the relevant ABSC State affiliate Board meetings, as required, either physically or electronically.
4. To prepare and submit an Annual Report on State refereeing activities at the relevant ABSC State affiliate's AGM.

5. To establish and maintain a list of all accredited referees within the State together with their current contact details.
6. To establish and maintain an activity record for accredited State referees comprising of all official duties performed (includes home State, other States and overseas).
7. To mediate and provide clarification to any situations relating to the Rules of Snooker and English Billiards, their interpretation and application, and standards of refereeing techniques.
8. To respect the effort, ability, performance, development stage and goals of each individual and always encourage them with positive and constructive feedback.
9. To ensure that all persons are included and can participate, regardless of their race, gender, ability, cultural background, religion, or sexual preferences.
10. To address unsporting and anti-social behaviour, promoting respect and courtesy to all involved within the sport of Billiards and Snooker. Incidents of a serious nature shall be brought to the attention of the relevant ABSC State affiliate Board.
11. To identify, develop and implement training programs and solutions that will have a positive impact on the future framework of Referees' learning and development within the State.
12. To plan, prepare all reference material and conduct on behalf of the relevant ABSC State affiliate a minimum of 3 Referees clinics/workshops/seminars annually for learning and development purposes, with scheduling of these to be agreed upon by the State Board.

Purpose of these clinics:

- To provide potential new Referee candidates with a sound understanding of the knowledge, skills and duties required of a Qualified Referee
 - To foster confidence in these candidate's own abilities in order that they may proceed to accreditation stage
 - To identify and instruct existing Referees with potential to advance beyond their current level of accreditation
 - To monitor, identify shortfalls and enhance the overall Refereeing standards and techniques of existing Referees
 - To generally revise, refresh and update all Referees regarding the Rules of Snooker and English Billiards
13. To convene meetings within the State, as required, for the purpose of arranging examinations for new accreditations and also upgrades.

14. To advise ABSC of all successful new accreditations and upgrades.
15. Collect annual accreditation fees from all existing Referees, remit to ABSC and distribute certificates when received.
16. Pass on communications from State body or ABSC regarding official calls for Referees, Rule changes, etc – collate responses and advise as appropriate.
17. To conduct all responsibilities with due care, competence and diligence.
18. To ensure that any information acquired, or advantage gained from the position is not used improperly.
19. To coordinate with Media Officers the distribution of relevant information pertaining to refereeing for websites and social media.

Level of Supervision/Independence

Reporting to the State President, this position operates within the parameters of the ABSC Constitution at all times. All matters of a routine and constitutional secretarial nature are to be handled independently, without supervision. All matters of strategic importance that could impact the reputation, legal standing or financial status of the ABSC are to be referred to the President and, at times, the Executive Council, for their information, guidance and direction, prior to sending any outgoing communications on behalf of the ABSC Executive.

Job Competencies Required

- Clear and effective communication skills (both verbal and written)
- Written correspondence to contain high standards of presentation and grammar
- Excellent skills using electronic media such as email and internet
- Sound judgement and decision-making skills
- Well organised with excellent planning, time management and delegation skills
- Able to demonstrate good people skills and leadership qualities
- Capable of empowering others to take on responsibilities and in providing them a framework of support
- Maintain high levels of discretion and confidentiality
- Have a good working knowledge of the Constitutions and policies for both the ABSC and the relevant ABSC State affiliate body

NOTES

1. The State Director of Referees may delegate such tasks arising from the preceding duties and responsibilities to any experienced referee as is reasonably practical.
 2. The State Director of Referees is not automatically responsible for the allocation or rostering of accredited Referees for official tournaments and Championships held within the State. On occasions the host Association or nominated Tournament Director may request the advice and/or assistance of the State Director of Referees if so desired.
 3. This duty statement may be amended from time to time as jointly agreed and required by the ABSC and the relevant ABSC State affiliate Board.
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I (..... INSERT NAME) have read and understand this job description and will abide by it as the designated appointee to the position of State Director of Referees for (..... INSERT STATE)

Signature

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Date