



NCAA Division II Women's Basketball National Coordinator of Officials

Close Date: June 25, 2021

Description

TERM: Three years beginning September 1, 2021, through August 31, 2024.

ANNUAL COMPENSATION: \$10,000 annually, plus travel expenses (up to \$7500 per year). Two complimentary tickets and the opportunity to purchase additional tickets to the NCAA Division II Women's Basketball Championship.

REPORTS TO: NCAA Division II Women's Basketball Championship manager, NCAA Division I Women's Basketball National Coordinator and NCAA Division II Women's Basketball Committee.

BASIC FUNCTION: The Division II Women's Basketball Coordinator of Officials will select officials for the NCAA Division II Women's Basketball Championship based on their nomination/ranking, recommendations from conference coordinators of officials and conference offices. The coordinator will also develop a method to evaluate the officials' performance during the regular season, conference tournaments and national championship.

DUTIES AND RESPONSIBILITIES INCLUDE:

Regular Season:

- a. Work with NCAA staff and national coordinator of officials on the basketball officiating program (recruitment, training, education, retention).
- b. Throughout the season, work regularly with Division II conference coordinators of officials to assure the most consistent and effective teaching and communication methods are used in developing a qualified pool of officials.
- c. Develop annual and long-term officiating improvement plans in conjunction with the Women's Basketball Strategic Plan.
- d. Attend NCAA officials' regional clinic, conference coordinators of officials meeting and other training meetings (as requested).
- e. Work with NCAA staff and Division I national coordinator to annually update officiating policies and procedures.
- f. Provide annual report to the NCAA Division II Women's Basketball Committee, NCAA staff and Division I national coordinator.
- g. Attendance at the NCAA Division II Women's Basketball Committee annual meeting (if requested).
- h. Participate in monthly conference coordinator of officials calls.
- i. Listen, communicate and build rapport with Division II constituents (coordinators of officials, administrators and coaches).
- j. Be a resource for conference coordinators of officials and conference administrators.
- k. Work through ArbiterSports to monitor a regional and national database of officials.
- l. Perform other duties as assigned by the Division I national coordinator, the NCAA Division II Women's Basketball Committee and/or NCAA staff.

Championship:

- a. Recommend the selection, assignment and advancement of game officials during the NCAA Division II Women's Basketball Championship to the NCAA Division II Women's Basketball Committee for approval, as well as other championship officiating matters.

- b. Assign and advance officials and crews for all rounds of the championship with the assistance from on-site evaluators.
- c. Notify officials of their assignments and conduct teleconferences with those selected officials (as needed).
- d. Communicate travel, game and meeting times, and lodging arrangements (if necessary) with each official.
- e. Monitor that officials selected to work post season are in compliance with the criteria set forth for selection (i.e. working minimum number of NCAA contests, years of experience, test score, conference recommendation).
- f. Assign evaluators, in-conjunction with the national coordinator, to each regional round tournament site to evaluate officials.
- g. Travel to the championship final site to evaluate the officials for quarterfinals, semifinals and final game.

PREFERRED QUALIFICATIONS AND MINIMUM REQUIREMENTS:

- 1. Experience in women's college basketball as a conference coordinator of officials, evaluator of officials or official.
- 2. Cannot be an active NCAA coach; Division I, II or III basketball official; or Division II conference coordinator of officials.
- 3. Ability to work with little or no supervision, quickly and under pressure.
- 4. Ability to balance multiple tasks.
- 5. Excellent written and oral communication skills.
- 6. Demonstrated leadership and interpersonal skills.
- 7. Extensive knowledge of NCAA Women's basketball rules and officiating mechanics and techniques.
- 8. Ability to use electronic mail as a means of correspondence.
- 9. Ability to use computer technology as a means of education (i.e. using DVSPORT or Synergy and other video analysis tools to provide teaching and training video clips).
- 10. Willingness to travel (as requested).

PRINCIPAL CONTACTS:

- 1. NCAA.
 - a. NCAA Division II Women's Basketball Championship manager (regularly).
 - b. NCAA Division I Women's Basketball National Coordinator (regularly).
 - c. NCAA Division II Women's Basketball Committee (occasionally).
- 2. External.
 - a. General public (occasionally).
 - b. Division II membership (coaches, institutional administrators, conference administrators, etc.) (occasionally).
 - c. Division II conference coordinators (regularly).
 - d. Officials (occasionally).
 - e. Media (occasionally).

To apply for this position, please submit a cover letter, resume and list of references no later than June 25, 2021, to Lynne Andrew via email at landrew@ncaa.org. *Hard copies of this information will not be accepted.*