NCAA National Coordinator of Women’s Basketball Officiating

The NCAA issues this request for proposal for independent contractor services to coordinate its women’s basketball officiating program. The NCAA seeks a qualified contractor to further the NCAA’s commitment to improving the overall quality and consistency of officiating throughout collegiate women’s basketball.

**Expectation of Position:**

a. Assist the Division I women’s basketball staff in administering the national officiating program, national educational platforms and the regional advisors program.

b. Serve in an advisory role to the NCAA Division I Women’s Basketball Committee with the selection, assignment and advancement of game officials during the Division I Women’s Basketball Championship, as well as other championship officiating matters.

c. Communicate and engage on a consistent basis with Division I conference coordinator of officials to assure the most consistent and effective teaching and communication is utilized in the officiating educational program.

d. Work collaboratively with the women’s secretary-rules editor, the men’s national coordinator of officiating and men’s secretary-rules editor to ensure good communication as rules and mechanics of the game are reviewed.

e. Serve as ex-officio member of the Women’s College Basketball Officiating, LLC (WCBO) board of directors.

**Duties and Responsibilities include, but are not limited to:**

a. Coordinate, conduct and serve as the primary clinician for regional officiating clinics for all Division I and selected Division II and III game officials in conjunction with the NCAA secretary-rules editor.

b. Assist women’s basketball liaison in producing and editing instructional videos, provided by officials, coordinators and coaches, outlining the areas of concern, mechanics (officials and coordinators only) and additional key officiating topics.

c. Conduct annual coordinators of official’s presentations in collaboration with the NCAA secretary-rules editor to the Division I, II and III conference coordinators of officials.

d. Conduct performance evaluations of officials via in-person, television, DVD’s, and schedule travel during the regular season to successfully engage in dialogue with the members of the women’s basketball community.

e. Work in collaboration with the NCAA secretary-rules editor to develop the annual eligibility exam and in-season quizzes posted on the NCAA officiating website.

f. Develop educational and video content for posting on the NCAA officiating website throughout the year with approval from NCAA staff.

g. Oversee the regional advisor program, including regularly scheduled conference calls and in-person meetings.

h. Serve as primary mechanics liaison between Referee Enterprises, Inc. and the WCBO mechanics committee; assist in editing the CCA Women’s Basketball Officiating Mechanics Manual.

i. Conduct teleconferences in collaboration with the secretary-rules editor and selected media partners to address officiating matters as requested and approved by the Division I women’s basketball staff.

j. Conduct in-season teleconferences in collaboration with the secretary-rules editor and NCAA staff with the conference coordinators of officials.

k. Participate in teleconferences and in-person meetings of the Women’s Basketball Rules Committee.

l. Conduct teleconferences with the Division I Women’s Basketball Committee and Division I women’s basketball staff with officials selected to work the NCAA championship.
m. Conduct presentations for the WBCA membership as requested and approved by the Division I women’s basketball staff.

n. Attend in-person meetings throughout the year (e.g., Division I Women’s Basketball Committee, Women’s Basketball Rules Committee, Women’s College Basketball Officiating, LLC).

o. Develop mechanics questions for the annual rules survey to be submitted to the NCAA playing rules administrator.

p. Assume responsibility for projects, as assigned by the Division I Women’s Basketball Committee and designated NCAA staff.

q. Present at camps/clinics as designated by the NCAA Division I women’s basketball staff.

Individuals interested in providing services should demonstrate his/her proficiency in the following areas:

a. Knowledge of NCAA women’s basketball rules and current officiating mechanics and key officiating issues.

b. Presentation experience.

c. Proficient computer skills and technology knowledge.

d. Management skills.

e. Familiarity with NCAA structure, officiating community and coaching community.

**Application Process:** Send a letter of application outlining your experience as it relates to basketball officiating and/or basketball officiating management and why you should be considered for the position, a resume and three basketball references not later than Wednesday, September 15, 2014 to:

**Tina Krah**  
**Director of Women’s Basketball Championships**  
NCAA  
P.O. Box 6222  
Indianapolis, Indiana 46206-6222  
Office: 317/917-6648  
Fax: 317/917-6827  
Email: tkrah@ncaa.org