



"Making A Difference In The Game"

CENTRAL CONNECTICUT BOARD #6

of

Approved Basketball Officials

One Rule + One Mechanic + One Interpretation = the Board #6 Way

Assistant Assignment Commissioner Job Description

The Assistant Assignment Commissioner (here-to-after "AAC") is appointed by the International Association of Approved Basketball (here-to-after "IAABO") Officials Central Connecticut Chapter Board #6 (here-to-after "Bd. #6"). The AAC is appointed by a majority vote of the Bd. #6 Executive Committee (here-to-after "EC") at its' meeting preceding the Bd. #6 Annual meeting. The AAC is assigned duties and is supervised by the Assignment Commissioner (here-to-after "AC"). The AAC and AC serve as the Bd. #6 liaisons for game assignments to the Bd. #6 members, private and public schools served by Bd. #6 and with other Connecticut IAABO commissioners and assistant commissioners and the CIAC basketball and officiating committees.

Eligible Candidates – Any Bd. #6 member in good standing per Bd. #6 Constitution as determined by the Bd. #6 Secretary/Treasurer. The AAC cannot be a Bd. #6 EC member, Bd. #6 Rules Interpreter, Assistant Rules Interpreter, Bd. #6 Secretary/Treasurer nor be an appointed chairperson to any of the Bd. #6 standing committees. Such candidate for the AAC must withdraw from such elected or appointed position if selected by the EC.

Minimum Qualifications - competent in the use of the computer; ability to communicate effectively with others; ability in written and verbal skills; ability to coordinate and organize multiple tasks; ability to help the AC problem-solve situations that occur; ability to be available to all appropriate Bd. #6 members if the AC is unable to perform duties.

Duties – The AAC will:

1. Become proficient with all of the AC duties and responsibilities as well as all aspects of the Arbiter assigning process.
2. On a daily basis, work directly with the AC to become fully knowledgeable of the assignment process including becoming adept with the Arbiter assignment program.
3. Replace the AC and perform all appropriate duties if the AC is unable to function for any period of time. Under this condition and during this time period, the AAC must withdraw from any Bd. #6 assigned games.
4. Work with the AC to review and modify the number of games that need to be assigned by level and the number of officials required to satisfy those game assignments.
5. Manually input schedules that are not directly downloaded from the CIAC.
6. Input all CIAC boys and girls scrimmages and schedule all referee scrimmage assignments.
7. Daily review/compare Arbiter assignments and CIAC website schedule to ensure all games have been assigned.



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8. Coordinate and schedule officials for all CIAC sponsored Unified Sports Tournaments.
9. Train new members regarding scheduling procedures and Arbiter training.
10. Commissioner Observation Team Coordination - Coordinate activities and communication, receive, organize, and file all committee observation reports for members observed. Prepare data for COT meetings. Lead the team into the future.
11. Other duties as determined by the assignment Commissioner
12. Prepare a written report and send to the President by March 15 of the respective year. Such report will delineate all duties and/or activities as delegated by the AC and approved by the EC.

Term of Appointment/Stipend – The Bd. #6 EC shall appoint the AAC to a 1-year term effective at the Bd. #6 Annual Meeting to coincide with the term of employment of the AC. The stipend and payment provisions will be negotiated with EC and be directly linked with the activities/effort as delegated by the AC and in concert with the EC. The stipend will include any miscellaneous expenses incurred in the performance of duties. The AAC must complete a W-9 and will be issued a W-1099 for tax reporting purposes.

Selection Process – The Bd. #6 EC may announce the AAC position as required. Candidates will be requested to send a letter or e-mail indicating interest and qualifications to the Secretary/Treasurer. The EC and AC will review, and may interview, candidates. The Secretary/Treasurer will notify the selected candidate, all other candidates, and the Bd. #6 membership. In situations requiring an Interim AAC, the EC will determine an emergency selection process with a goal to appoint an Interim AAC no later than two weeks after the vacancy is identified.