



"Making A Difference In The Game"

CENTRAL CONNECTICUT BOARD #6

of

Approved Basketball Officials

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

Assignment Commissioner Job Description

The Assignment Commissioner (here-to-after "AC") is appointed by the International Association of Approved Basketball Officials (here-to-after "IAABO") Central Connecticut Chapter Board #6 (here-to-after "Bd. #6"). The AC 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 AC is the primary liaison of Bd. #6 with regard to securing officiating assignments for Bd. #6 members in accordance with the current rating profile of each member as set forth by the EC. The AC represents Bd. #6 members as it pertains game assignments with private and public schools served by Bd. #6, other Connecticut IAABO assignment commissioners and the CIAC basketball and officiating committees.

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

Term of Appointment/Stipend/Computer – The Bd. #6 EC shall appoint the AC to a 1-year term effective at the Bd. #6 Annual Meeting. The stipend and payment provisions will be established by the EC and be directly linked with the activities/effort expended. The stipend will include any miscellaneous expenses incurred in the performance of duties. The AC must complete a W-9 and will be issued a W-1099 for tax reporting purposes. The EC will provide the AC with a computer to perform assignment responsibilities. The Bd. #6 President will directly supervise and annually evaluate the AC.

Selection Process – The Bd. #6 EC may indicate the availability of the AC position as required. If the AC position is announced, candidates will be requested to submit a letter or e-mail indicating interest and qualifications to the Secretary/Treasurer. The EC will review all qualified candidates. The EC will determine if interviews will occur. The Secretary/Treasurer will notify the selected candidate, all other candidates, and the Bd. #6 membership when a decision is reached. In situations requiring an Interim AC, the EC will determine an emergency selection process with a goal to appoint an Interim AC no later than two weeks after the vacancy is identified.

Minimum Qualifications – competent in the use of the computer; ability to communicate effectively with others; ability to organize multiple tasks; ability to problem solve scheduling situations and situations between officials and schools; ability in written and verbal skills: ability to be available via e-mail, cell/home phone or other communication methods to all appropriate Bd. #6 constituents.



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Duties – The AC will use his/her best judgment to assign competent and skilled Bd. #6 officials to available Bd. #6 assignments using all relevant and approved Bd. #6 policies as guidance. Assignments will be based on the AC's knowledge of officials' ability to officiate various levels of games. The AC is expected to perform as noted, the following:

1. Knowledge, Competency, Communications

- develop competency to the game assignment process including the functionality of the computer assignment program.
- represent Bd. #6 as its spokesperson to Bd. #6 constituents and various entities as identified by the EC regarding game assignments.
- respond to pertinent questions as it pertains to the AC duties and alert the EC as it pertains to items requiring EC intervention.
- maintain and provide a summary of all respective communications.
- work with the Bd. #6 EC to communicate relevant information through various technological mediums.
- work with the Secretary/Treasurer to insure members are in good standing prior to making game assignments.
- work with the Interpreter and appropriate Standing Committee to identify training needs.
- receive input from Bd. #6 officials on facility conditions, ejections and disqualifications, and report information to the CIAC as required.

2. Assignments

- solicit, collect and record Bd. #6 members' acceptability by respective public and private school affiliations serviced by Bd. #6. Notify Bd. #6 members if they make such a request to view.
- solicit, collect and record schedules for respective public and private school affiliations serviced by Bd. #6
- provide guidance as it pertains to game cancellations, fees, confirmation of reassignments, communications with schools and partners.
- assign available games exclusively for Bd. #6 members and the public and private school affiliations serviced by Bd. #6.
- provide guidance to the Assistant Assignment Commissioner (here- to-after "AAC") regarding assignment protocols.
- record all fines by respective Bd. #6 members and report to President and Secretary/Treasurer.
- determine and set the number of Varsity, Split-Varsity and Sub-Varsity officials required to adequately fulfill the high school and prep school assignments for the following season.



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3. Supervision

- assign duties and supervise the Assistant Assignment Commissioner.
- assure that the AAC develops sufficient competency with the computer assignment program and is able to fulfill all duties of the AC during any period of time when the AC is unable to perform.

4. Reports

- prepare a variety of written reports as determined by the EC. Such reports are as follows:
 - report of annual activities.
 - report/assessment of AAC activities
 - report of fees/fines assessed

5. Miscellaneous

- other duties as determined by the EC