

## JOB DESCRIPTION

**TITLE:** Regional Supervisor of Officials

**SPORT:** Swimming and Diving

**REPORTS TO:** NCHSAA Assistant Commissioner of Officiating and Sports

*Note: The Regional Supervisor is not an employee of the NCHSAA. The position is approved and contracted by the NCHSAA Board of Directors on an annual basis.*

### POSITION SUMMARY:

The position calls for an individual who understands the sport and has the ability to teach and assign officials. Observation, evaluation, development, recruitment, and retention of officials will be expected job performance factors. The individual should have skills related to technology for web site development, video review, and training skills via electronic medium.

### OPENING:

- **Eastern Association**
  - Beaufort, Bertie, Camden, Carteret, Chowan, Craven, Currituck, Dare, Edgecombe, Franklin, Halifax, Hertford, Hyde, Gates, Greene, Johnston, Jones, Lenoir, Pasquotank, Perquimans, Pitt, Martin, Nash, Northampton, Pamlico, Tyrrell, Warren, Washington, Wayne, Wilson

### ESSENTIAL FUNCTIONS:

- **Recruit**
  - Increase the number of registered officials
  - Invest in graduating high school swimmers and divers, college students, parents, and surrounding communities
  - Secure qualified officials to serve as clinicians
- **Train**
  - Cultivate an environment that emphasizes fair competition
  - Organize and conduct annual rules clinics
  - Adequately teach officials and clinicians regarding NFHS Swimming and Diving Rules
  - Emphasize current trends, mechanics, and contest management
  - Share in-season situations and provide clarification and instruction
- **Assign**
  - Appoint officials to member school contest
  - A contest assignment is to be received by each school prior to a regularly scheduled contest and before each rescheduled contest, time permitting
  - Assignments shall be made based on the qualifications of the officials and the contest competition level
  - Preferential lists shall not to be used
  - Must use only NCHSAA-registered officials
  - Use of the Dragonfly is mandatory
- **Evaluate**
  - On-site and video review of officials
  - Create and implement evaluation tools and rubric
- **Retain**
  - Create a culture in which officials gain satisfaction in officiating
  - Invest in officials for growth and advancement
  - Share the value of the return on investment through the development of student-athletes
- **Effective Communication**
  - Shall supply schools with a composite list of officials, including addresses and telephone numbers
  - Shall report any unusual occurrences in a contest, as reported by officials to the NCHSAA
  - Have effective professional and positive interaction with Athletic Directors and Coaches
  - Positive interaction with the NCHSAA and the Assistant Commissioner of Officiating and Sports
  - Successful communicator with officials, athletic directors, school administration, and the NCHSAA

- Receiving officiating complaints
  - Receive ejection/disqualification reports
- **Local Association Board of Directors**
  - Establish a local Board of Directors with bylaws and constitution in accordance with NCHSAA requirements for Regional Supervisors
  - Establish a Review Committee to assist in accurately and comprehensively evaluating the membership
  - Establish a Grievance Committee in accordance with NCHSAA requirements
- **Fees and Payments**
  - School assigning fee to Regional Supervisor/local officials association is currently \$150.00 per school and an additional \$100.00 per school with junior varsity
  - Regional Supervisor may charge a maximum association fee to officials no greater than the contest fee (\$59.00)
  - Regional Supervisor cannot act as the fiduciary agent for schools in terms of paying officials
- **Code of Ethics**
  - NCHSAA officials and Regional Supervisors shall adhere to the Code of Ethics policy