



Job Description

Job Title: Panel Manager	Organisation/Department/Unit: Match Officials Coaching/Support
Current Position Holder:	Reports to: Match Officials Coaching Support Manager
Location: Home Based	Date Completed: February 2019

PURPOSE OF THE POSITION:

The Bay of Plenty Rugby Referees have grouped their referees into five panels, "Premier Mens/Elite 1st XV", "Div 1/Premier Womens", "Div 2-Dev-SenRes-SenSchools", Junior Schools and U11-U13. Each panel has a Panel Manager.

The Panel Manager is responsible for ensuring that the members of their panel can achieve the required competencies to control fixtures appropriate to that panel, are aware of the criteria required to achieve promotion into the next panel, receive the appropriate level of referee coaching support that they require and that they are being appointed to fixtures within their capability.

Because the position is voluntary, the estimated time commitment required as a Panel Manager is approximately two (2) hours per week for the months of March – August inclusive.

Accountability Statements

Panel Management (90%)	<ul style="list-style-type: none"> ▪ Liaise with their panel members to ascertain their goals and aspirations, ensuring that they align to their commitment level. ▪ If any of their members aspire to higher levels of refereeing, then the panel manager, in conjunction with the coaching co-ordinator arrange for that member to receive referee coaching. ▪ In conjunction with the Appointments Managers and the Coaching Co-Ordinator, assist in the allocation of referees to the weekly fixtures list of matches. ▪ Liaise on a regular basis with the Coaching Co-Ordinator and the Coach Educator to ensure that the appropriate referee coaching resources are being appointed to the appropriate referees within their panel during the season. ▪ Ensure that referee coaches are coaching their panel members to the list of competencies as detailed in the appointments, coaching and grading structure, applicable to their panel. ▪ In conjunction with all appointments managers, be involved in the selection of referees to travel away on interchange. ▪ Be available to act as selector for your panel members and other panel members in relation to promotion/relegation. ▪ Participate in regular Panel Manager Meetings. ▪ Be available to attend any meetings held for selection of referees to the various representative panels.
Admin (10%)	<ul style="list-style-type: none"> ▪ Provide a monthly report to the RMG re monthly operations. ▪ Ensure that your panel members are keeping their availability up to date in the online appointments system.

Key Performance Indicators

	<ul style="list-style-type: none"> ▪ 100% of your panel members are aware of the listed competencies relevant to their panel. ▪ 100% of the panel members are aware of the criteria for promotion into the next panel.
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Reporting Relationships:

This job reports to the Match Officials Coaching Support Manager

Authorities / Dimensions of the job:

BUDGET: This role does NOT control a budget

Reporting and Performance Review information

Performance review	<ul style="list-style-type: none">▪ Six monthly verbal performance appraisal▪ Annual verbal performance appraisal
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Relationships/Interactions:

<u>External</u> New Zealand Rugby Union Other Provincial Unions BOP Rugby Union	<u>Internal</u> BOPRR Coaching Co-Ordinator BOPRR Coach Education BOPRR Other Panel Managers BOPRR Appointments Managers BOPRR Referee Management Group
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PERSON PROFILE

Competencies / Attributes:

<p>Communication/ People Skills</p> <ul style="list-style-type: none">▪ Easily establishes rapport with people from a wide variety of backgrounds.▪ Effectively builds and maintains effective long-term networks and relationships with key stakeholders.▪ Excellent facilitation and presentation skills.▪ Excellent communication skills. <p>Technical Skills, Knowledge and Experience</p> <ul style="list-style-type: none">▪ A comprehensive understanding of the game of rugby and an in-depth knowledge of refereeing (qualified Referee) would be a great advantage.▪ Proven ability to deliver high quality rugby education programmes.▪ Experienced people manager.▪ Highly motivated, self starter. <p>Teamwork</p> <ul style="list-style-type: none">▪ Builds and maintains effective working relationships and manages groups skilfully.▪ Readily shares information and knowledge with colleagues. Genuinely attempts to resolve conflicts when they arise.

Qualifications and Experience:

Qualifications and Experience	<ul style="list-style-type: none">▪ Preferably experience in the area of sports management▪ Appropriate Referee qualifications
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Manager's Signature
Date:

Job Holder's Signature
Date:



REFEREE MANAGEMENT GROUP

