

# NZFRS ARTISTIC ROLLER SPORTS COMMITTEE

## JOB DESCRIPTION

### NZ Academy of Officials - Officials Convenor

#### ***Responsible to:***

Responsible directly to the NZ Academy of Officials Principal Manager and to the Chairperson of NZFRS Artistic Roller Sports Committee and the Committee Members.

#### ***Responsibilities and Duties:***

- Support the Principal Manager - To build a sustainable future for Artistic Roller Sports in New Zealand by assisting in recruiting and accreditation of Officials in NZ
- Support NZFRS Artistic Clubs in their preparation for events to ensure they have the required officials of correct accreditation to officiate at their competitions and medal testing events
- Assist the Principal Manager ensuring the officials database is maintained and up to date
- Assist the Principal Manager ensuring the RollArt Equipment booking register is up to date, ensuring clubs receive booked equipment in time for their specified or permitted competitions.
- Attend and participate in NZFRS Artistic Roller Sports Committee meetings
- Respond and contribute to discussions and decisions of the NZFRS Artistic Roller Sports Committee
- Support the Principal Manager in communicating with the NZAO Chiefs and Technical Experts as and when required.
- Support the Principal Manager in communicating with and collating officials for NZFRS Artistic Roller Sports Committee events
- Prepare judging rosters and judging documentation for NZFRS Artistic Roller Sports Committee events as required in conjunction with the Chief Referee
- Support the Principal Manager in the ongoing development, implementation and monitoring of officials accreditation systems and processes
- Support the Principal Manager in the ongoing development and administration of officials exams, training development and record maintenance
- Support the Principal Manager to liaise and assign tasks to the Officials Academy Chiefs and Technical experts as required
- Act in a professional manner at all times and maintain confidentiality in accordance with NZFRS policy and the Privacy Act

#### ***Knowledge and Skills Required:***

- Up to date understanding of artistic roller sports
- An understanding and appreciation for RollArt and current World Skate rules
- Competent in development, implementation and monitoring of scoring frameworks
- Technically literate in Google Suite and facebook
- Competent administration and communication skills
- Some knowledge across all disciplines an advantage
- Willing to work collaboratively with officials from all over New Zealand
- Enthusiastic and passionate about fostering a life-long love of the sport

#### ***Eligibility:***

- Current paid up member of NZFRS – Skate New Zealand

- Current official accreditation is an advantage
- Involved in the sport of Artistic Roller Skating

This position is Voluntary with reimbursement of reasonable costs involved i.e. travel, stationery etc