



**Position Description**  
**Judging Coordinator**  
*Approved by Board of Directors*

---

### **Responsibilities and Authority**

The Rope Skipping Alberta (RSA) Board of Directors may appoint up to three Judging Coordinators, with all to be considered of equal strength and importance. A Judging Coordinator may be replaced at any time through a decision of the Board of Directors. The Judging Coordinators are responsible to and operate under the direction of Rope Skipping Alberta's Officials Committee as directed by the Board of Directors.

Judging Coordinators are appointed annually by the Board of Directors.

### **Function**

- Develop an annual plan for the training of judges in Alberta that adheres to the budget approved by the Board of Directors.
- Explore and integrate opportunities for web-based training opportunities through the use of technology.
- In conjunction with Rope Skipping Canada, develop and implement a training curriculum, and provide a copy of the training curriculum to the Officials Committee.
- Be available at competitions to resolve judging concerns.
- Following each competition, review the score sheets and assess the performance each official prior to returning the score sheets to the teams.
- To abide by the True Sport principles.
- The Judging Coordinators may participate at competitions as an athlete, coach, and/or or competition official. The Judging Coordinators must declare a conflict of interest for any matters arising during a competition that impact their representative teams, and defer any of these matters to the other Judging Coordinators or Technical Committee as appropriate.
- Develop and maintain a database of judges including certification dates and types, competitions judged, club affiliation(s), telephone numbers, mailing address, and email address.
- Develop recommendations for judges to be included at every competition in the competition calendar.
- Adhere to the officials' development pathway for officials in Alberta.
- Circulate a training schedule to all teams at least four weeks prior to the first training session, unless the timing is otherwise approved by the Officials Committee.
- Maintain resources on the judges training education portal on RSA's website, with support from the Social Media Coordinator.
- Prepare communications for RSA's Social Media Coordinator and Secretary to be included on the website, social media, and e-newsletters on judging initiatives in a timely manner.
- Submit reports for the Board of Directors meetings and Annual Report for the Annual General Meeting as requested.

- Develop a feedback mechanism for judges and establish mentorship and opportunities for remedial support as needed.
- Prepare and submit an annual budget to the Officials Committee for approval by the Rope Skipping Alberta Board of Directors.
- Prepare and submits initiatives for consideration for inclusion in the Strategic Plan, Business Plan, and budget for approval by the Board of Directors as requested.

Approved: April 22, 2014  
June 4, 2017