

ASSIGNING SECRETARY

Tacoma Basketball Officials Association

WOA Region 3, Tacoma MOG

Position Description

I. Assigner Skills and Qualifications

The Assigning Secretary should possess the following skills and qualifications:

High Ethical Standards:

Must be a person of integrity, professionalism, and objective impartiality.

Technical Proficiency:

Must be proficient with computer systems, email, and assigning software, including Arbiter Sports.

Organization:

Must have the ability to manage large-scale scheduling, paperwork, records, and filing systems.

Communication:

Must possess strong interpersonal and communication skills to work effectively with officials, coaches, school administrators, WOA staff, and TBOA leadership. This position requires timely action and prompt responsiveness.

II. Job Description

The Tacoma Basketball Officials Association designates the Assigning Secretary to assign TBOA officials to WIAA member contests, including holiday tournaments, as well as other league and recreational games within Region 3.

The Assigning Secretary plays a key role in the relationship between officials, the TBOA Executive Board, local schools, leagues, and WOA staff. This position requires a high level of integrity, fairness, professionalism, and accountability.

The TBOA organization pays the Assigning Secretary. Salary will be determined at the time of hire and outlined in the Assigning Secretary Contract. The TBOA Executive Board may conduct an annual performance review in July to determine any salary adjustment for the next contract period.

Responsibilities and performance expectations include, but are not limited to:

- Making timely and accurate game assignments.
 - Ensuring games do not go uncovered, with every reasonable effort.
 - Maintaining compliance with TBOA bylaws, association expectations, and WOA/WIAA rules and regulations.
 - Communicating clearly and professionally with officials, schools, leagues, and the TBOA Executive Board.
 - Maintaining accurate records, reports, and assigning information.
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III. Duties and Responsibilities

The duties of the Assigning Secretary include, but are not limited to, the following:

- Communicate regularly with the TBOA membership regarding local and state information, announcements, and updates.
- Assign officials to WIAA member contests, holiday tournaments, league games, and recreational games within Region 3.
- Maintain accurate and current information in Arbiter Sports, including official availability, contact information, eligibility, and assignment records.
- Maintain an accurate roster of all TBOA members.
- Communicate with school athletic directors and school representatives regarding schedules, schedule changes, assignments, and other related issues.
- Attend all TBOA General Membership meetings and TBOA Executive Board meetings.
- Attend league meetings to discuss schedules, rules, concerns, and other related issues.
- Communicate with the WOA and attend required WOA meetings, including the annual WOA Convention in August.
- Prepare and maintain memos, registration reports, and other required documents related to TBOA, WOA, and WIAA matters.
- Keep records as required by the organization.
- Maintain accurate monetary records for TBOA and make necessary payments to officials, TBOA contractors, agencies, and service providers as directed or required.
- Be familiar with established fee schedules listed in the WIAA and WOA handbooks.
- Be able to explain the WOA contest fees listed on the WOA Central Hub.
- Assist officials with registration, eligibility, and Arbiter-related questions.
- Distribute WOA materials to officials as needed.
- Instruct officials on the tools and resources available through the WOA Central Hub and Arbiter.
- Check the credentials of new, returning, and transferring officials from other associations by contacting their previous associations to confirm status, experience, concerns, or disciplinary issues.
- Coordinate with the TBOA Training Coordinator to help determine the appropriate officiating skill level and assignment level for new, returning, or transferring officials.
- Assist with recruiting new officials.

- Assist the TBOA Training Coordinator with training and development of officials.
- Handle officials' L&I claims confidentially and professionally.
- Know and understand the WOA Constitution, bylaws, due process procedures, and how they relate to TBOA.
- The Assigning Secretary is responsible for attending meetings with WOA and providing timely reports to the TBOA Executive Board regarding key discussions, decisions, and action items.
- Order rule books for officials.
- Comply with all reasonable WOA requests and requirements.
- Perform other duties related to the scope of services outlined in the Assigning Secretary Contract.
- The assigner must communicate with and train the assistant throughout the year.

IV. Additional Information and Résumé Submission

The duties listed above are not all-inclusive. The TBOA may include additional duties and responsibilities within the scope of services described in the Assigning Secretary Contract. The committee will discuss these additional duties during the interview process.

Interested applicants should submit a résumé by email no later than **Friday, June 12, 2026**. We will not consider Resumes received after this date.

Please email résumés to:

darinbarr@gmail.com

Applicants should confirm receipt by email.

Direct all questions or concerns regarding the hiring and interview process to Darin Barr.

Sincerely,

TBOA Executive Board