



## NCAA SPORT National Coordinator of Officials Job Description

The NCAA is requesting applications from interested individuals to serve as the NCAA Water Polo National Coordinator of Officials. The position is the NCAA's commitment to improving the overall quality and consistency of officiating throughout water polo. The position will help promote better communication between officials, coaches and the NCAA, and help provide consistency in the interpretation of NCAA water polo officiating mechanics. Additionally, the national coordinator will assist the NCAA Divisions I, II and III Water Polo Committees in the identification, training, selection and evaluation of officials for each of the NCAA water polo championships. This position is a one-year term, renewable each year. The official term will begin Sept. 1, 2025. A stipend is paid during the official term.

**Reports to:** NCAA National Collegiate Men's and Women's Water Polo Committees and NCAA water polo championships staff liaison.

**Application Process:** Please submit a cover letter, resume and list of references no later than **July 18** to Paige Newman via email at [pnewman@ncaa.org](mailto:pnewman@ncaa.org).

### **Expectations of Position:**

- a. Develop, in cooperation with the secretary-rules editor of the NCAA Water Polo Rules Subcommittee, educational materials (instructional videos and annual rules test) for college water polo officials to ensure consistency in interpretation of NCAA rules and the annual rules video.
- b. Attend the NCAA Men's Water Polo Championship and Women's Water Polo Championship to coordinate the officiating crew and assist in the game assignments and rotation, subject to the approval of the NCAA committee for the championship.
- c. Submit an annual written report for review by the rules subcommittee and championships committees.
- d. Develop educational and video content for posting on the NCAA Men's and Women's Water Polo Central Hub in conjunction with RefQuest (RQ+).
- e. Manage and maintain the budget with fiscal responsibility.
- f. Attend annual meetings of the water polo committees and the Water Polo Rules Subcommittee, as requested.
- g. Communicate policies and procedures to members of the officiating community.
- h. Assist in the development of officiating mechanics and philosophies.
- i. Assist the two championships committees in identifying, evaluating and assigning officials for the championships.

- j. Submit recommendations for prospective championship officials.
- k. Shall not be an active NCAA coach, official, or conference coordinator/assignor.
- l. Other duties as assigned by NCAA staff and/or the NCAA SPORT Championship Committees.

**Preferred Qualifications and Minimum Requirements:**

1. Bachelor's degree (essential).
2. Excellent written and verbal communication skills (essential).
3. Ability to relate effectively with officials and coaches on a national level (essential).
4. Extensive knowledge of NCAA water polo rules and their relationship to officiating mechanics and techniques (essential).
5. Ability to use email as a means of correspondence (essential).
6. Experience in officiating or coaching at the collegiate level (essential); and
7. Shall not be an active NCAA coach, official, or conference coordinator/assignor (essential).