

## **NCAA Men's Basketball Secretary-Rules Editor**

### **Job Description**

The secretary-rules editor is the national interpreter for NCAA men's basketball rules issues throughout the year, working with the NCAA Men's Basketball Rules Committee and the National Coordinators of Officials to ensure accurate communication of the playing rules while evaluating the future of the game. The new secretary-rules editor will shadow during the current secretary-rules editor's his final year. The effective start date for this position is September 1, 2022.

To apply for this position, please submit a cover letter, resume and list of references no later than **June 25, 2021**, to Andy Supergan via email at [asupergan@ncaa.org](mailto:asupergan@ncaa.org). Hard copies of this information will not be accepted.

**Reports to:** NCAA Men's Basketball Rules Committee and NCAA staff.

### **Duties and Responsibilities:**

- a. Record rule changes adopted by the committee, issue interpretations, and update the rules manuscript in conjunction with the women's basketball secretary-rules editor accordingly;
- b. Adhere to publishing deadlines for publications;
- c. Ensure the technical accuracy of the rules for publication and proofreading the corrected version(s) in conjunction with the national coordinator of officials;
- d. Facilitate production of finished artwork of diagrams or equipment that the committee wishes to include in the published rules;
- e. Act as the official interpreter of the rules between meetings of the committee and reporting interpretations to the committee by email and on conference calls;
- f. Attend and assist the national coordinator of officials at annual rules clinic presentations and on rules video productions;
- g. Develop and coordinate annual rules test for officials in conjunction with the national coordinator of officials;
- h. Produce rules-related content for the NCAA Central Hub on ArbiterSports website as necessary;
- i. Perform such other duties as the committee chair may direct;
- j. Prepare agenda for annual rules meeting;
- k. Develop annual survey and experimental rules survey to be sent to coaches, officials, and conference commissioners in conjunction with the national coordinator of officials; and
- l. Attend and present, as needed, at the Men's Final Four and National Association of Basketball Coaches convention.
- m. Act as ex-officio member of Division I Men's Basketball Oversight Committee on the following committees and provide relevant rules input where requested:
  1. Division I Men's Basketball Oversight Committee;
  2. Competition Committee; and

### 3. Mechanics Committee.

#### **Preferred Qualifications and Minimum Requirements:**

1. Bachelor's degree.
2. Excellent written and verbal communication and presentation skills (essential).
3. Ability to relate effectively with officials and coaches on a national level (essential).
4. Extensive knowledge of NCAA men's basketball rules and their relationship to officiating mechanics and techniques (essential).
5. Strong administrative and organizational skills (essential).
6. Ability to use email as a means of correspondence (essential).
7. Experience in officiating or coaching at the collegiate level (preferred).
8. Candidates may not be an active NCAA coach or official.