



BASKETBALL BALLARAT

PO Box 3, Wendouree VIC 3355

P: (03) 5338 1220 F: (03) 5338 1992

www.ballaratbasketball.com

Basketball Competition Supervisor

A vacancy exists for between one and four evening / weekend shifts per week during our two competition seasons.

If you have an appreciation of sports competitions and experience in the administration and management of sports or other related areas and you are looking for regular work in the sports industry then this role may suit you.

SKILLS/ATTRIBUTES

- A sound knowledge of the sport of basketball and knowledge of BB By Laws (or willingness to learn)
- Good communicator, friendly, approachable and willing to listen
- Capacity to encourage and motivate BBA officials (junior staff, referees, etc) to achieve highest standards of customer service possible
- Able to work within a team environment
- Capable and willing to make decisions within areas of delegated authority
- Able to demonstrate and use initiative balanced with a practical and commonsense approach
- Must appreciate the need to see our members and potential members as our customers and as our first priority
- Good organisational skills
- An interest in the promotion of the sport generally and Basketball Ballarat in particular

POSITION DESCRIPTION

- Build a positive relationship with our members including parents, referees, club officials and coaches
- Ensure that, as far as practical, competition sessions run on time and are an enjoyable and positive experience for all involved
- Promote and encourage adherence to the Basketball Victoria Codes of Conduct, Basketball Victoria Tribunal By Laws, BB and BV Conditions of Entry for members, officials and guests. These can be viewed at www.basketballvictoria and www.ballaratbasketball.com
- Work with Referee Committee and Referee Services Officer to provide role model / mentor support to junior officials (referees) and encourage them to reach and maintain a high level of commitment, dress standard, game focus and behaviour at all times
- Liaise with club members to provide as much general information and administrative support as possible during competition sessions (games, hours, meals, special events etc). This includes promoting our website, social media and noticeboards.
- Provide a valuable resource to new members and parents, especially in relation to general competition and development program information including a good understanding of key eligibility rules and venue operations
- Assist Basketball Office with the collection and dissemination of information / member details as required

SPECIFIC TASKS:

1. Collate and reconcile junior competition match tickets and all team sheet payments
2. Distribute newsletters and / or other notices as requested
3. During competition session when Referee Services Officer or Referee Supervisor is not rostered, supervise referee roster and make any changes necessary in the case of injury, absence or other justifiable reason



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4. Reconcile number of games to number of referees in any competition session that you are supervising and validate for payment purposes and make payments as authorised.
5. Maintain clear and concise notes in Communication Book on incidents, injuries, behaviour, maintenance / equipment faults, stock requirements etc. Sign and date all such notations and where appropriate complete a separate sealed report on any matter which requires greater privacy / security
6. Monitor team / referee adherence to uniform standards
7. Assist with promotion of Association and club events, meetings etc
8. Provide advice to members and parents on BB team entry, clearance and general bylaws and codes of conduct for players, coaches, parents and spectators as required
9. Where you observe first hand any reportable offence take action to complete a report form in accordance with the Tribunal Bylaws
10. Where you are advised of an incident that has occurred which may be a reportable offence you must take action to ensure that referees or other Association officials understand the need to complete a report form in accordance with the Tribunal Bylaws.

Expressions of interest for this role with matt.newton@ballaratbasketball.com

Applications close 4pm Tuesday 28th of January 2020.