

Southern Peninsula Basketball Association

Competitions Manager Job Description and Duties

Employment Status: Part-time 30 hours per week.

Reports to: SPBA Administration & Finance Manager.

Salary: Dependent upon experience and qualifications.

Short Description: The Competitions Manager main responsibility will be managing the day-to-day operations of the Domestic & VJBL Programs including but not limited to the job responsibilities listed below.

Job Responsibilities

Administration management of the domestic competitions including but not limited to:

- Fixture Summer and Winter Domestic competitions
- Manage member registrations via the Sports TG platform
- Monitor results and ladders via the Sports TG stadium scoring software
- Communicate with members on behalf of the SPBA
- Manage court bookings
- Manage game day operations including rostering of stadium managers
- Track WWCC & Stat decs to ensure data base is up to date as per the BV legislation
- Manage all tribunal matters

Administration management of the Referee department including but not limited to:

- Roster referees to all domestic and VJBL games via SPBA's website
- Roster supervisor's to all domestic and VJBL games
- Register all SPBA referees with Basketball Country Victoria
- Assist in the administration of obtaining referees for the SPBA Annual Junior Tournament
- Communicate on behalf of the Referee Advisor
- Order supplies for referees including: Apparel, Whistles, C Grade work books
- Track WWCC & Stat decs to ensure data base is up to date as per the BV legislation

Southern Peninsula Basketball Association

Competitions Manager Job Description and Duties

Administration management of the VJBL program including but not limited to:

- Correspondent between VJBL and the SPBA
- Attend all VJBL Delegate Meetings
- Manage member data base via the Sports TG Platform
- Manage game day operations including rostering of stadium managers
- Manage VJBL Uniform and Merchandise requirements
- Manage online results via the Sports TG stadium scoring software
- Tournament Registrations
- Track WWCC & Stat decs to ensure data base is up to date as per the BV legislation
- Point of contact for VJBL Team Managers & Coordinators
- Manage court bookings
- Manage relevant functions

Ongoing Job Requirements:

- Ability to multitask
- Excellent organizational, communication and customer service skills
- Strong initiative, administrative co-ordination and follow through in managing allocated tasks
- Ability to work in a team and on your own
- Advanced knowledge and experience with the Sports TG Platform
- Proven proficiency in the use of a computer, Microsoft Office (Word, Excel, Outlook, Power point and Publisher)
- Initiative, determination and enthusiasm to assume decision making responsibilities in the application of the role
- Professionalism and attention to detail
- An interest in basketball or knowledge of other sports. Experience or understanding of the operation of sporting organizations

Resume and cover letter to be addressed to SPBA Administration & Finance Manager.
E| bmcquire@sharksbasketball.com.au

All offers of employment are based upon satisfactory completion of a criminal history background check.

Applications close: Friday 4th January 2019.