

Position Description	Court Controller
About the Role:	<p>The Court Controller is an important role within the Southern Districts Basketball Association Ltd (SDBAL) and is reportable to the Competitions Manager and General Manager. This position requires a hands-on person with drive and initiative, who is meticulous in regard to accuracy and completion of work requirements, is sensitive to customer needs and who can work with people to get consistent performances.</p> <p>The ideal persons will be honest and trustworthy, will have a sound knowledge of Basketball and in particular programs the SDBAL & Basketball Queensland (BQ) provides, have excellent written and verbal communication skills, will be able to demonstrate time management skills, will be able to deal with conflict and difficult situations, be able to multi task and have great interpersonal skills.</p>
Vision:	For basketball at Southern Districts to be an innovative, unified and an inclusive sport recognised by the National community as a leader in sports delivery and development and as a part of the global basketball community.
Mission:	To provide leadership and an association framework that enables our community to grow, develop and participate in the sport of basketball throughout South Brisbane Region and open the door to state, national and international opportunities.
Values:	<ul style="list-style-type: none"> • Family • Community • Passion • Inclusivity • Opportunity • Global
About Southern Districts Basketball:	Southern Districts Basketball (SDBAL) is a not for profit organisation that works to raise the profile of Basketball with the South Brisbane Region. SDBAL aims to create a family friendly environment that is inclusive and encompasses all levels, from beginners to elite competition and are working to increase membership numbers through a variety of programs, schools, indigenous communities, social and elite.
Primary Responsibilities:	<p>The primary focus of the role is to fulfil the following key responsibilities:</p> <ul style="list-style-type: none"> • Manage the on-court operations of any competitions of all ages for the organisation on any particular day including: <ul style="list-style-type: none"> ○ Collection of relevant documentation - this involves ensuring any paperwork required is available & up to date. ○ Collection of referee payment sheets, any report forms, injury reports, match reports (BQJBC). ○ Submitting any relevant paperwork to BQ or the SDBAL. ○ Monitoring & Running of Stadium Scoring Tablets- all results are run through stadium scoring & requires vigilance to ensure data is correct & working properly. ○ Ensuring supporting documentation is available should technology be out of order ○ Preparing the tablets to ensure that each match on each court is correct and that players are not added to team lists courtside unless they can prove they have registered ○ Ensure that each match gets completed & confirmed so the result gets uploaded to relevant website. ○ Ensure the venue is fully prepared for competition with all necessary requirements before games start

	<ul style="list-style-type: none"> ▪ Stadium scoring tablets switched on, games loaded & placed on score benches, ▪ Walk around venue to ensure that all courts are in working order meaning that scoreboards are working, playing conditions are appropriate (no water on court etc...) ○ Event Administration – requirements to administer the day successfully. <ul style="list-style-type: none"> ▪ Ensure results are accurate and correct, ▪ Have the ability to read and understand the fixture, ▪ Have the capability to ensure players, coaches, parents & general spectators are well behaved & are abiding by our codes of conduct, and know reasoning behind codes ▪ If required you will need to ensure any spectators that are taking photographs signs the media register and are wearing appropriate media pass, ▪ Ability to diffuse any unexpected situations or tactfully approach all situations presented rationally and calmly, using good people management skills. ▪ Ensure that you are available to troubleshoot any unforeseen issues throughout the competition i.e. laptop/internet malfunctions, scoreboard issues, heat policy implementation or issues with the playing surface. ▪ Ensure that the courts are looked after & rubbish is being put in appropriate bins provided. ▪ Ensure That major walkways & exits are not blocked by patrons for extended periods of time. ▪ Create a culture of engagement and motivation where members and volunteers can work in line with organisational values, where there is respect, transparency, ownership and a high level of performance. • Provide assistance in a volunteer capacity for any major events held within the association such as tournaments, or State Championships. • Work with the Referee Supervisor and/or senior referees on any issues and the running of the competition on the day. However, any decision must be made by the Court Controller and their decision is final as they are in charge of the venue while in their role.
Skills Context:	<ul style="list-style-type: none"> • Basic Verbal Communication - Ability to communicate using appropriate vocabulary and grammar to: <ul style="list-style-type: none"> ▪ obtain information, ▪ explain procedures on how the day will be coordinated and ▪ persuade others to accept or adopt a specific task, action, etc. ▪ communicate effectively & clearly any issues or problems to Competitions Manager, Referee Supervisors & Referees. ▪ speak with all players, coaches, parents & general spectators in a respectful and courteous manner. ▪ ensure verbal tone and body language is always professional and not negative in connotation. • Impromptu Speaking - Ability to speak on short notice. <ul style="list-style-type: none"> ▪ discussing a variety of job-related topics on short or no notice and handling rapid changes in conversation involving difficult questions • Speaking with People of Various Backgrounds - Ability to speak with persons of various social, cultural, economic and educational backgrounds. • Personal Traits - punctual, efficient, professional and courteous at all times with clients and fellow employees alike.

	<ul style="list-style-type: none"> • It is expected that you will work in harmony with clients, other staff including referees and other associations. • Conflict of interest - if for whatever reason a situation arises that produces a conflict of interest or puts the coordinators ability to make rational decisions into any doubt. They must remove themselves from the situation immediately and allow the referee supervisor or the competitions manager to deal with the situation.
Strategy and Planning:	<ul style="list-style-type: none"> • Keep current with issues and trends in basketball and competition trends in order to make recommendations for implementation when relevant.
Other Duties:	<ul style="list-style-type: none"> • Participate enthusiastically in all SDBAL awareness and promotional events; • Southern Districts Basketball Association Ltd (SDBAL) has a responsibility to ensure the safety of all by maintaining high standards of professional conduct from its employees. • In meeting this responsibility SDBAL must be satisfied that all prospective employees meet the highest standards of probity and suitability before they are employed. It is critical that those high standards be maintained, if not improved, and for that purpose you are required to submit a current blue card. • Successful applicants will need their own transport, at least an introductory level knowledge of the sport and be contactable by email and mobile throughout the year, especially on scheduled competition days.

Key selection Criteria

Qualifications / Education or Training and Experience:	<ul style="list-style-type: none"> • You have previous experience in basketball administration, events or a similar role (not essential) • A sound understanding of and demonstrated experience in Basketball; • An ongoing commitment to personal professional development; • Current approved Blue Card • Ability to work with a range of stakeholders including clients, families, service providers, sporting bodies and government agencies. • Current, Open, Queensland Driver's licence. • Level 1 or Level 2 First Aid certificate (preferred)
Knowledge, Skills, & Attributes:	<ul style="list-style-type: none"> • Strong networking skills; • Proven ability to work independently and as part of a team; • Ability to multi-task / time manage and to deliver successful outcomes; • High level skills in oral and written communication; • Demonstrated competence in the use of MS Office suite, Outlook, Social media, and internet literacy; • Able to quickly learn and use new software programs • Commitment to the aims and objectives of SDBAL.

Conditions of Employment

Hours of Work & Remuneration:	<ul style="list-style-type: none"> • This position is a casual position. • A probationary period of three months applies. • Any successful candidate must complete a minimum of two volunteer shadow shifts, one as an observer with a current court controller and one being observed by a current court controller.
Pre-employment:	The successful candidate will be required to undergo appropriate pre-employment checks including;

	<ul style="list-style-type: none">• Professional or character references you feel are relevant to this position• A Positive Notice and a Blue Card; and• Evidence of professional qualifications.
Dated:	15 March 2018
Prepared by / Document owner:	Chris Angus Competitions Manager Southern Districts Basketball
Change approval:	This position description may only be amended or changed in conjunction with the Chair/ Board and General Manager of SDBAL, with the Chair having final approval of the document.