



Position Description	Basketball Support – Competitions & Clubs
<b>About the Role:</b>	The Basketball Support role at Southern Districts Basketball Association (SDBA) is a full-time role that provides support to the Head of Basketball. Primarily the role is responsible for administration of the domestic basketball competition as well as providing assistance for other competitions where required. The role also provides administrative and operational support for clubs of the SDBA.
<b>About Southern Districts Basketball:</b>	SDBA is a not for profit organisation delivers Basketball to a wide array of participants. The Spartans culture is to give all participants, no matter who they are or where they come from, an opportunity to reach their full potential through involvement in basketball here at Spartans. We will always strive to deliver this opportunity using “The Spartans Way”.
<b>Management Statements:</b>	<ul style="list-style-type: none"> <li>• SDBA management is to take a collaborative inclusive approach to communication of thoughts and ideas to encourage productivity, innovation, and efficiency.</li> <li>• Using the management hierarchy to produce a result which is best in circumstance with common-sense and patience applied in the final making of decisions.</li> <li>• Give and take feedback to ensure that mistakes are minimized and mitigated whilst empowering the participants.</li> <li>• Never undermine the spheres of responsibility of another within the organisation by doing their work for them or instead of them unless requested.</li> </ul>
<b>Reports to:</b>	<ul style="list-style-type: none"> <li>• The Basketball Support role reports to the Head of Basketball (HOB). The Basketball Support and the Head of Basketball will work collaboratively to ensure the most efficient and effective implementation of Basketball competition and support to clubs.</li> </ul>
<b>Availability:</b>	<ul style="list-style-type: none"> <li>• A requirement of this position is to perform some of the duties during the delivery of our competitions during Friday evenings and Saturdays. These will be rostered in consultation with the Head of Basketball.</li> </ul>
<b>Primary Responsibilities:</b>	<p>The primary focus of the role is to fulfil the following key responsibilities:</p> <ul style="list-style-type: none"> <li>• Implement and administer the Basketball competitions and processes for all competitions</li> <li>• Ensure that SDBA are meeting compliance requirements eg. BQ requirements, Working with Children, SDBA policies and procedures are followed for competitions</li> <li>• Complete all administration requirements for competitions including maintaining and updating all relevant systems and programs.</li> <li>• Work with other team members to ensure that every competition day and venue is ready for play</li> <li>• Maintain the domestic junior and senior competitions in accordance with SDBA goals for competitions</li> <li>• Liaise with Stakeholders in the course of carrying out duties including: <ul style="list-style-type: none"> <li>○ Club and team delegates.</li> <li>○ Basketball Qld, Other Associations, and schools</li> <li>○ Venue Managers</li> <li>○ Other staff of SDBA</li> </ul> </li> <li>• Assist with the development of a court allocation plan</li> <li>• Undertake all scheduling in accordance with court allocation plan</li> <li>• Assist with allocations of referees for competitions</li> <li>• Provide administrative support and operational assistance to the Clubs as agreed with the Club President and the Head of Basketball.</li> <li>•</li> </ul>
<b>Other Duties:</b>	<ul style="list-style-type: none"> <li>• Operate as an ambassador for SDBA at all times including participation in SDBA</li> </ul>



	<p>awareness and promotional events such as NBL1;</p> <ul style="list-style-type: none"> <li>• Whilst the major responsibilities of the role are indicated in this position description, SDBA is a small organisation so the Basketball support role will also complete some general office administration and assist the whole team, including answering phone calls and responding to emails as required;</li> <li>• Other duties as requested by the Head of Basketball from time to time.</li> </ul>
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<b>Key selection Criteria</b>
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<b>Qualifications / Education or Training and Experience:</b>	<ul style="list-style-type: none"> <li>• A thorough understanding of, passion for and demonstrated experience and proven success in basketball</li> <li>• Proven success working with a range of stakeholders which could include clubs, families, service providers and internal team members.</li> <li>• Demonstrated experience administering sporting (basketball) competitions</li> </ul>
<b>Knowledge, Skills, &amp; Attributes:</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Knowledge of Workplace health and safety regulations</li> <li>• The ability to work collaboratively with peers, team members, volunteers and stakeholders</li> <li>• Ability to work independently and as part of a team.</li> <li>• Ability to multi-task / time manage and to deliver successful outcomes on a variety of projects concurrently.</li> <li>• Demonstrated competence in the use of MS Office suite, Outlook, Sports TG or equivalent, social media and internet literacy.</li> <li>• General office administrative skills and record maintenance;</li> </ul>
<b>Other Prerequisites</b>	<ul style="list-style-type: none"> <li>• Must have or be eligible to obtain a working with children clearance (blue card)</li> <li>• Willingness to undergo a criminal record check</li> </ul>