



Position Title – Game Day Supervisor

Employment Status – Casual

Reports to – Wyndham Basketball Association Competition Manager

OVERVIEW OF WYNDHAM BASKETBALL ASSOCIATION

The Wyndham Basketball Association (WBA) is the largest non-professional sporting association in Melbourne's West. At the Wyndham Basketball Association, our vision is to "Be the club of choice in Melbourne's West, providing the opportunity for everyone to participate in the game of basketball". Our goal is to grow and strengthen our basketball community, by providing development pathways that are affordable, accessible and inclusive for players, coaches and officials of all abilities. The WBA currently has approximately 4,500 players from Juniors to Seniors as well as Referees, Coaches and volunteers.

POSITION SUMMARY

The Game Day Supervisors are tasked with the efficient running of the WBA Domestic Competition days, responsible for the collection of all game fees and referee payments conducted under the auspices of the WBA, rostering referees to games, as well as monitoring and observing game day to ensure smooth operation of the competition. Supervisors are to observe and support Referees at all WBA Domestic Competitions and VJBL games, ensuring the associations strategies, values and policies are promoted.

RESPONSIBILITIES

RELATIONSHIP MANAGEMENT:

- Develop strong relationships between WBA and its Junior Clubs and Senior Teams.
- Maintain regular communication and effective working relationships with WBA staff and other key stakeholders.
- Maintain effective communication with members, WBA and WLS staff.

DOORKEEPER DUTIES:

- Prepare Game Fee Reconciliation sheet
- Collect team sheet fees
- Collect door fees and keep attendance records (outer venues only)
- Balance cash float
- Finalise Game Fee Reconciliation sheet
- Assist in interpretation and application of the WBA By-laws
- Apply TOC-Werribee Branch Policy, By-Laws and Rules
- Fill in Shift Summary report at the conclusion of each shift

ON COURT DUTIES:

- Roster referees onto weekly games using Refbook
- Publish rosters minimum 3 days prior to competition (where possible)
- Ensure 2 referees are allocated to each competition (except U8)
- Ensure any changes to the initial roster are recorded in Refbook
- Monitor and observe all games
- Record in Refbook the following: Late/Non-attendance, incidents both on and off the court, behaviour issues, BV reports
- Ensure Courts are ready for competition; including basketballs, scoreboards, shot clocks (if required), Electronic Scoring and timing rules are present
- Ensure completion of Electronic Scoring by Referees
- Ensure each game has available to the referee the correct ball size prior to the start of the game
- Adjudicate any non-whistle matters such as late start penalties, incorrect uniforms and

walkovers

- Assist in interpretation and application of the WBA By-Laws
- Apply TOC-WB policies, rules and By-Laws
- Provide suggestions to the WBA-TOC on referees for potential re-grading
- Not to referee, play, coach or sit on Team Benches during shift or provide feedback/coaching to referees

SELECTION AND APPOINTMENT CRITERIA

You will be passionate about developing and making a contribution to the WBA business. The successful candidate will require a range of personal and professional skills, including:

ESSENTIAL:

- Good knowledge of the game of basketball
- Possess computer literacy and basic numeracy
- Become proficient in the use of Refbook, within 2 weeks of commencing
- Have strong people skills and be a clear and empathetic communicator
- Able to work independently
- Possess a current Working with Children Check
- Comfortable and capable in conflict management situations

DESIRABLE:

- Hold a Victorian drivers license
- Hold a current first-aid certificate
- Be familiar with Microsoft Word and Excel
- Previous customer relationship experience
- Familiar with PlayHQ system
- Familiar with Electronic Scoring systems

REPORTING LINES

- Role reports to the WBA Competition Manager

KEY RELATIONSHIPS

- Internal stakeholders including WBA staff and Club/Team Delegates.
- External stakeholders including WLS and VJBL staff.

This is a casual position requiring work primarily during evenings and weekends. Applicants must be available to work on Saturday, with the possibility of picking up additional shifts during week nights.

APPLICATIONS

Applications should include a cover letter addressing the Responsibility Sub Headings and Selection Criteria and a CV outlining personal details, qualifications, work history and experience and the names of three referees.

Applications will close Sunday 7th March 2021.

** All applicants must be legally entitled to work in Australia and must be aged over 18 years.*

This information should be sent electronically to jobs@wyndhambasketball.com with Game Day Supervisor Application as the subject.

Queries should be directed to Chris Clyne, Competition Manager, Wyndham Basketball Association on (03) 9742 5440 or chris.clyne@wyndhambasketball.com