



Job Description: Wyndham Basketball Association Domestic Competitions Manager

Organisation:	Wyndham Basketball Association (WBA)
Position:	Domestic Competitions Manager
Primary Location:	Werribee VIC (flexible work options available)
Remuneration:	Based on qualifications and experience
Hours:	38 hours per week (flexible work options available)
Reporting To:	WBA General Manager
Principle Relationships:	<ul style="list-style-type: none">• WBA Members• WBA club delegates and presidents• Domestic Competition Committee Chair• Technical Official Committee Chair• Tribunal Secretary• Western Leisure Services (WLS)• Basketball Victoria and Basketball Australia

About Wyndham Basketball Association

Wyndham Basketball Association (WBA) is the largest non-professional sporting association in Melbourne's West. Our vision is to "Be the association 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 and accessible to everyone.

Commitment to Child Safety WBA is committed to protecting children and young people from harm. As an employee, you must meet and exceed the behaviour and standards outlined in our Member Protection and Child Safe Policies.

Commitment to Health and Safety: WBA is committed to providing a safe environment for our Staff and Members. Staff must comply with all reasonable directives given concerning health and safety of themselves and others. Compliance with Wyndham Basketball Association Health and Safety policies and Legislative health and safety requirements is mandatory.

The Role:

The Domestic Competitions Manager will work closely with the General Manager and WBA committee chairs and clubs to develop, implement, and monitor a domestic competition growth and player retention strategy and operational plans.

Competitions Manager is responsible for the delivery of all the operational activities within the senior and junior WBA domestic competitions. This includes but is not limited to, managing competition fixtures, supervisors, and court bookings. The Competition Manager will work closely with the General Manager, WBA staff and volunteer team to ensure everyone can participate in the game of basketball.

To be considered for this role you will need an understanding of the sport of basketball and have a proven track record in managing and administering successful competitions.

Domestic Competitions Committee

The Domestic Competitions Committee was developed to oversee the WBA Domestic Program.

The Committee is made up of WBA club delegates and WBA board members, the committee's role is to provide leadership, expertise, around all on court related domestic program matters.

The Competition Manager is required to provide a secretarial function to the committee and work with committee delegates to effectively administer the competition.

Domestic Competition Manager Success Profile	
<u>Experience</u> <ul style="list-style-type: none"> • Demonstrated experience in growing and managing successful domestic competitions • Proven experience in building and leveraging relationships to influence and work effectively • Demonstrated experience in developing operational plans and strategies • Experience within basketball club and committee management • Experience in managing casual staff and volunteers 	<u>Knowledge</u> <ul style="list-style-type: none"> • Strong understanding of the Play HQ software • Knowledge and understanding of the needs of community basketball clubs and players • Strong and adaptable communication skills with the ability to drive network engagement and to gain confidence and respect with key stakeholders • An unwavering desire to ensure a child safe environment.
<u>Competencies</u> <ul style="list-style-type: none"> • Compelling communicator • Partnership builder • Capacity to lead, and to develop others • Ability to inspire toward excellence • Target setting and measuring outcomes • Holding others to account, without seeking to blame 	<u>Personal Style</u> <ul style="list-style-type: none"> • Commitment to Excellence, Integrity, Accountability and Respect • Strong ambition for basketballs growth • Passionate and enthusiastic • Engaging and collaborative • Adaptable and calm under pressure • A continuous learner, innovative and open minded

Accountabilities

KEY ACCOUNTABILITIES	OUTPUTS & ACTIVITIES
Strategy Development & Execution:	<ul style="list-style-type: none"> • Work with the General Manager and the Domestic Committee Chair to design, manage and implement a WBA Domestic Competition Growth and Player Retention Strategy and Plan • Oversee the Domestic Competition to ensure our strategic and operational targets are met.



<p>Program Leadership & Management:</p> <p>Manage all aspects of the WBA Domestic Competition Program</p>	<ul style="list-style-type: none"> • Work closely with the General Manager to ensure all relevant activities comply with WBA policies and procedures • Create comprehensive staff and volunteer induction manuals • Support participation growth within our junior Premier League and/or new competitions such as 3x3 Domestic, Mixed Competitions, Wheelchair and Walking Basketball. • Lead and oversee the management of game day supervisors and door staff • Manage the competition fixtures and ensure staff rosters and court hire requirements are completed in line with WBA expectations • Work with new and existing clubs to grow the domestic program from within the local community • Execute the operational plans in line with WBA budgets • Develop and maintain WBA program equipment • Ensure all WBA all Intellectual Property is recorded and maintained
<p>Team Environment & Culture:</p> <p>Lead, manage and deliver Australia’s best domestic program for our clubs, players, referees, coaches, staff and volunteers</p>	<ul style="list-style-type: none"> • Establish an environment and supportive culture, aligned to the WBA values, driving the holistic development of players and clubs • Embrace basketballs culture and use key cultural elements to inform the delivery of the WBA domestic program • Become a health and safety champion by identifying risks and developing appropriate interventions • Ensure open and regular communications are maintained between all parties involved in the program including athletes, coaches, service providers, funding agencies, supporters, media, sponsors and staff • Establish a collaborative, integrated and embedded team providing leadership, management, and support to all • Provide management and coordination support for other WBA events
<p>Stakeholder & Membership Relations:</p> <p>Assist the WBA to optimize enduring relationships with its key partners</p>	<ul style="list-style-type: none"> • Work with the general manager to engage government agencies and commercial partners • In conjunction with the General Manager, support agreed strategies to ensure effective communication with WBA sponsors and the broader basketball industry. • Support the implementation of agreed special projects that will enhance WBA’s profile and performance