



PERTH REDBACKS 2013 WABL GAME DAY COORDINATOR APPLICATION



The Perth Redbacks are seeking expressions of interest for their WABL Game Day Coordinator for the upcoming 2013 WABL Season. Applications close on 14th September 2012.

Applications should be received in writing or sent by email to

PERTH BASKETBALL ASSOCIATION INC

Affiliated with WABF
ABN 40 948 669 807

PO Box 292 Northbridge 6865
wabldirector@perthredbacks.asn.au

For further details please contact Mark Hughes, Redbacks WABL Director on 0427779687.

All applicants will be considered by the directors of the Perth Basketball Association. This will be a remunerated position to be negotiated.

REQUIREMENTS

- Applicants must have current Working With Children card.
- Applicants must have current First Aid Certificate (if not, PBA will fund this qualification prior to commencement of season).

JOB DESCRIPTION

The following roles will be performed at all Redbacks WABL home games for the 2013 season.

- Liaise with the WABL Director before and during the season.
- Organise score sheets and ensure the Referees Coordinator has them prior to the commencement of the games.
- Pay referees after each game and provide a sign off sheet for referees to sign when collecting their money.
- Enter scores and personal statistics after each WABL game onto the BWA website.
If volunteers are involved the game day coordinator is to oversee this.
- Set up a roster system to collect the door takings during the day.

- Liaise with Treasurer to organise a float for WABL home games. Collect and bank all monies received and send a statement to all board members.
- Liaise with the Referees coordinator to ensure matches start on time throughout the day.
- Present a written report , which is to be emailed to the Secretary, before each monthly Board Meeting.
- Set up a roster for First Aid coverage for WABL home fixtures.

Ensure your application has relevant details that will assist the PBA Directors in making an informed decision.

Appointments will be announced 30 September 2012.

