JOB DESCRIPTION

POSITION TITLE: Competitions Support

REPORTS TO: General Manager

DATE WRITTEN: December 2012

Canterbury Basketball Association (CBA) is currently seeking a motivated person to co-ordinate and develop the Association’s various basketball competitions and tournaments. This position will also include responsibility for the appointment of referees to games in conjunction with the Canterbury Basketball Officials Association (CBOA) and will also work with the Community Coach to facilitate referee development opportunities.

The main purpose of this role is to deliver the best possible quality basketball competitions for the Canterbury community and the tournaments the Association hosts for Basketball New Zealand on an annual basis. The role is responsible for overseeing our current competitions with a focus on maximising participation and enjoyment.

The initial role is based on a flexible 30 hours per week as clearly identified in the job description.

The hours and type of work completed will vary from week to week but must be carried out in such a way so that the hours designated to specific tasks is met and outcomes are achieved.

1. PRIMARY JOB PURPOSE

* To coordinate the smooth running of all CBA competitions, non-BBNZ tournaments and CBA hosted BBNZ tournaments;
* To assist the CEO with the management of CBA competitions accounting functions;
* To work alongside CBOA to ensure appointment of referees to all CBA fixtures;
* Work alongside the Community Coach to facilitate and, where appropriate, deliver referee development opportunities.

1. JOB RESPONSIBILITIES

* Bookings of venues
* Preparation, distribution and collection of entries for all CBA fixtures including, but not limited to, the Winter Club competitions, 3\*3 competitions, SDL, primary school competitions and pre-season competitions;
* Preparation and distribution of draws, including referee appointments for each fixture;
* Be the CBA representative on the CBOA committee;
* Website updates including draws results and ladders using FIBA Organizer;
* Coordination of Floor controllers for each venue and duty responsibilities;
* Maintain an accurate database of members.

1. ISSUES AND CHALLENGES

* Multiple venues required so relationship management with key stakeholders;
* Ability to operate in an ever changing environment and to work unsupervised.

1. DECISION MAKING AND ACCOUNTABILITY
   * Provide recommendations as to formats for each competition and proposed stadium use
   * Provide recommendations with regards to appointment of referees for each fixture
   * Provide recommendations with respect to floor control contracts ad score bench rosters
2. JOB DIMENSIONS

* Delivery of CBA fixtures;
* Appointment of appropriate officials to all CBA fixtures;
* Assist with the facilitation and/or delivery of referee development opportunities.

1. KEY PERFORMANCE INDICATORS

* Entry forms for all CBA fixtures distributed in a timeframe that allows for maximum participation;
* The draw for all CBA fixtures to be prepared and distributed to members in a timely manner as agreed with the CBA General Manager;
* All referee and floor controller appointments finalized by Wednesday each week during the winter club season;
* All results from weekend competitions to be published on website by the Monday following.

1. JOB HOLDER REQUIREMENTS

* Passion for basketball and its development;
* Knowledge of the CBOA;
* Excellent communication skills;
* Excellent inter-personnel skills;
* Proven time management, administration, budgeting and financial management skills and experience;
* Excellent (and timely) reporting skills;
* Excellent computer skills with proficiency in the use of Microsoft Office (Word, Excel), email and databases;
* Personal drive, energy and self-motivation;
* A current driver’s licence.