

**LOCAL ORGANISING COMMITTEE FOR  
FIBA OCEANIA U19 CHAMPIONSHIPS, SUVA 2014  
JOB DESCRIPTIONS**



Basketball Fiji is looking for 12 volunteers to be part of the Local Organising Committee (LOC) for the FIBA Oceania U19 Championships to be held in Suva in December this year. Volunteers with experience and expertise in the following areas will work closely with a committee manager to assist Basketball Fiji in the hosting of this world qualifying event.

Please send an expression of interest to Laisiasa Puamau at [Lai.Puamau@fibaoceania.com](mailto:Lai.Puamau@fibaoceania.com) or drop it in to Basketball Fiji's Head Office at Sports House, 2<sup>nd</sup> Floor, 14 Selbourne Street, Suva. **Application should include:** a cover letter expressing the name of the position you are applying for, a short paragraph on why you are applying, and your CV/resume. This is not a paid role. Applications close on **Friday, 4<sup>th</sup> of July.**

**Positions available are as follows:**

- (1) Competition Manager** – *to prepare and manage the competition*  
Role involves handling the day to day competition administration and logistics prior, during and post event.
- (2) Financial Manager** – *to prepare and manage the budgets*  
Role involves preparing petty cash journal, balance sheet, assets and liabilities, and to prepare a bank reconciliation.
- (3) Village Manager** – *to prepare and supervise the village*  
Role involves accommodation logistics which includes washing, allocation of rooms and village security.
- (4) Marketing and Sponsorship Manager** – *to secure sponsors and promote the event*  
Role involves sponsorship packages, identifying and securing sponsorships for tournament. Role also involves preparing and implementing marketing plan and the dealing with the media.
- (5) Transport Manager** – *to prepare rosters and manage travel*  
Role involves being responsible for the transport schedules to and from event and training venues and logistics for teams
- (6) Referees Manager** – *to train, roster and supervise referees*  
Role involves identifying, recruiting and training referees. Ensuring all referees are certified to FIBA Oceania standard. Preparing and implementing training certification work plan for all referees.
- (7) Bench Manager** – *to train, roster and supervise score benches*  
Role involves identifying, recruiting and training bench officials. Ensuring all bench officials are certified to FIBA Oceania standard. Preparing and implementing training certification work plan for all referees.
- (8) Medical Manager** – *to roster and manage injuries*  
Role involves ensuring training and competition facilities are OHS Compliant and physio is on site. Contact person for any medical issues and very responsive. Role also involves collecting team medical data.

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**(9) Ceremony Manager** – *to coordinate and manage ceremonies*

Role involves budgeting, preparing and implementing work plan for the opening and closing ceremonies. Also involves designing and ordering medals for games.

**(10) Statistics Manager** – *to train, roster and supervise statisticians*

Role involves identifying, recruiting and training volunteers to be formalised with FIBA Oceania statistician qualifications. Role also involves preparing schedules and supervising statisticians during and post games.

**(11) Facility Manager** – *to prepare and manage facility*

Role involves ensuring the facility is up to International Standards, and ensuring that equipments are recorded, collected and made available at competition and training sites.

**(12) Volunteers Manager** – *to train, roster and supervise volunteers*

Role involves identifying, recruiting and training volunteers for the event.