

KALAMUNDA DISTRICTS BASKETBALL ASSOCIATION (KDBA)

Job Title:	Competition Manager	Position Status:	Part Time
Reports To:	Competition Coordinator Treasurer President	Direct Reports	Gate Keeper Daily Referee Supervisors

KALAMUNDA DISTRICTS BASKETBALL ASSOCIATION (KDBA)

KDBA provides basketball competition to Perth's eastern suburbs at both the domestic and representative level. KDBA operates out of the Ray Owen Sports Centre in Lesmurdie which consists of 6 indoor multi-purpose courts and dedicated outdoor netball courts.

KDBA is an incorporated association that is operated by a management committee and shares the Ray Owen facility with the Kalamunda Districts Netball Association and the Shire of Kalamunda

POSITION PURPOSE AND ACCOUNTABILITY

The competition manager is a key position that is the first point of contact for most matters relating to the domestic competition and other activities being coordinated by KDBA.

This position manages the day to day basketball operations at Ray Owen Sports Centre which includes communication and coordination between players, coaches, officials and clubs. The competition manager is the most visible representative of the Association and must provide a positive and professional impression on behalf of the association.

Key relationships	KDBA Committee Affiliated Clubs Junior and Senior players Parents and Spectators Referees and Referee Supervisors KDBA Treasurer KDNA
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DUTIES AND ACCOUNTABILITIES

Prepare stadium for daily competition	<p>Stadium should be open to the public 30 minutes prior to commencement of games or training.</p> <p>Prior to commencement of games :</p> <ul style="list-style-type: none"> • Prepare score benches • Ensure courts are ready and safe to use • Prepare game day information for staff and noticeboards
Game Day operations	<p>Conduct announcements using the facilities PA system during games and as required or instructed by association representatives</p> <p>Maintain records of referee game allocation and attendance</p> <p>Provide a single point of contact and answer queries from players, officials, spectators and club representatives or escalate as required.</p> <p>Ensure that the stadium is in a clean and tidy state at the completion of KDBA activities.</p>

<p>Collect and distribute payments on behalf of KDBA</p>	<p>Maintain records and distribute payments to Referees, Daily Referee Supervisors, Gatekeeper and other paid positions within the association.</p> <p>Maintain records and collect all fines and fees and other payments associated with the domestic competition and other KDBA sponsored activities such as holiday camps and clinics</p>
<p>Assist in the development and growth of basketball within KDBA</p>	<p>Assist with coordination and promotion of KDBA sponsored carnivals</p> <p>Provide administrative support to development programs for Coaches, Referees, Administrators and Development Coordinators</p>
<p>Maintain relationships with Affiliated club administrators and other sporting associations</p>	<p>Communicate competition changes and updates to affiliated clubs as required.</p> <p>Notify affiliated clubs of outstanding payments for registration, fines etc.</p> <p>Coordinate association activities and maintain co-operative working relationships with Kalamunda District Netball Association, Basketball WA and other businesses and associations on a day to day basis.</p>
<p>Communication</p>	<p>Ensure Gate Keeper, Officials and other affected parties are made aware of fixture changes, forfeits and other matters relating to domestic competition in a timely manner.</p> <p>Maintain a contact database of all members of the association including full name, address, DOB, email and phone numbers.</p> <p>Provide regular reports to the KDBA committee on matters relating to the domestic competition.</p>
<p>Provide a safe environment for players, officials and spectators.</p>	<p>Provide first aid to association members and general public during KDBA activities and maintain appropriate injury records with KDBA and BWA.</p> <p>Maintain first aid supplies within the KDBA office.</p> <p>Record and advise the KDBA committee of any safety issues with the Ray Owen Sports Centre. Exercise a duty of care and take appropriate actions to provide a safe environment for association members.</p>
<p>Other duties as required.</p>	

REQUIRED SKILLS	
Essential	<p>Demonstrated well developed communication, presentation and consultative skills and the ability to develop working relationships with internal and external stakeholders.</p> <p>Demonstrated high level of written and verbal communication skills, particularly in relation to conflict management and negotiation.</p> <p>Motivated and innovative in managing and improving the efficiency of day to day activities and issues.</p> <p>High level of computer literacy and Microsoft Office applications .</p> <p>Highly organized with the ability to prioritise work and successfully manage multiple tasks in a dynamic environment.</p> <p>Ability to work with a small team that includes volunteers.</p> <p>Working with Children card and Police check</p> <p>Senior First Aid certificate</p>
Desirable	<p>Demonstrated understanding and knowledge of basketball including experience coaching, playing or refereeing.</p> <p>Previous experience working for a Sporting Association.</p> <p>Previous experience with the use of Sporting Pulse and social media.</p>