



WBI Organisational Structure: Position Guideline

Position:	Junior Warriors Co-Ordinator
Required knowledge and skills	<p>Ideally the Junior Warriors Co-Ordinator is someone who:</p> <ul style="list-style-type: none"> • Can communicate effectively and has strong interpersonal skills • Is positive and enthusiastic • Is extremely organised • Has sound Computer skills and the ability to learn programs specific to the competition • Has numeracy and banking competency • Has a current Working with Children's and Police Check
Reports to:	<ul style="list-style-type: none"> • Wangaratta Basketball Inc Board • All financial decisions must have the approval of the Board • All financial transactions must be recorded and submitted to the WBI Treasurer as required. • WBI Secretary to be copied into all official communications
Junior Warriors Committee:	The Co-ordinator may establish a committee at his/her discretion. The role of the committee is to assist in all roles as delegated by the Co-ordinator. The committee reports directly to the Board. All decisions must have Board approval, gained via the Co-ordinator.
Liaises with:	<ul style="list-style-type: none"> • All Board members • CBL Co-ordinator
Reporting procedures:	<ul style="list-style-type: none"> • Monthly report (record of activities) to be presented to WBI Pathways co-ordinator to be forwarded to the Board. Items to be discussed/approved at Board level to be highlighted. • Financial recording systems as agreed by the Board/Treasurer must be adhered to.
Financial recording:	<ul style="list-style-type: none"> • As instructed by the Board
Time commitment required:	<ul style="list-style-type: none"> • Preliminary tasks commence in May of each year, culminating in the end of the season in April.
Areas of responsibility:	Please refer to attached document
Timeline:	<p>Appointment commences:</p> <p>Appointment ceases:</p>



WBI Organisational Structure: Areas of Responsibility – Junior Warriors Co-ordinator

Areas of Responsibility	Outline *Please note some of these tasks may be delegated to a committee member
WBI	<ul style="list-style-type: none"> • Liaise with and report to WBI Board on all matters • Prepare monthly report to WBI Board
Committee	<ul style="list-style-type: none"> • Appoint and oversee Junior warriors committee • Meet on a regular basis. Report to WBI Board • Delegate tasks as needed
Appointment of Coaches	<ul style="list-style-type: none"> • Prepare documentation and advertise positions open • Discuss applications as committee level, make recommendations to the Board for final approval • Arrange where necessary interviews with incumbent coaches • Along with WBI President, hold induction meetings with new warriors coaches • Ensure all coaches documentation is up to date including required accreditation • Source coaches for unfilled positions • Liaise with WBI Board re provision of coaching clinics
Organisation of Try-Outs	<ul style="list-style-type: none"> • Liaise with stadiums re availability of court space • Make stadium bookings • Organise schedule • Prepare paperwork • Brief coaches
Training schedules	<ul style="list-style-type: none"> • Devise training schedule suited to all coaches • Make bookings • Organise account details (via WBI Treasurer)
Appointment of managers	<ul style="list-style-type: none"> • Liaise with coaches • Provide player paperwork • Conduct briefing • Distribute resources (trolley, uniform) • Collect documentation (working with children check)
Player documentation	<ul style="list-style-type: none"> • Devise and provide all player documentation and parent information in readiness for the try-outs • Collect all player documentation • Devise data base of player and parent details • Provide continuous information to managers re tournament preparation, training schedules and expectations of players/parents etc as needed.
Uniform	<ul style="list-style-type: none"> • Order and or distribute uniform items as required – including trolleys and player uniforms, warm up and training tops, drink bottles, hoodies, stationery
Tournament entries	<ul style="list-style-type: none"> • At the outset of the season devise schedule of tournaments to be attended • Publicise dates in player documentation • Prior to deadline liaise with coaches as to division preference • Complete initial registration of teams in each tournament • Forward further registration details to managers • Organise for tournament entry fee payment



	<ul style="list-style-type: none"> • Liaise with tournament organisers any issues with fixtures of special requests.
Preparation and at tournaments	<ul style="list-style-type: none"> • Provide specific instructions to managers and coaches as required • Forward tournament details to managers and coaches • Organise and distribute coach payments • Organise photographic and/or media coverage post tournament
Wangaratta tournament	<ul style="list-style-type: none"> • Liaise and assist Tournament Director and WBI Board in planning and preparation • Alongside the Board, convene a Tournament committee which will usually consist of Warriors committee and WBI Board members plus additional helpers • Devise Junior Warriors parent duty roster covering all stadiums • Assist all other facets of the tournament • Liaise with Warriors managers and coaches re extra responsibilities
Publicity	<ul style="list-style-type: none"> • Liaise with, (provide copy, contact numbers and photographs) Wang Chronicle – program launch, pre and post tournaments and pathway program participants • Social media updates • Website updates • Publicity at the stadium/upkeep of Warriors noticeboard
Events	<ul style="list-style-type: none"> • Along with WBI Board and committee, organise and conduct events including: Launch Night, Warriors Skills Day, Photo Night and Presentation Night
Sponsorship & Fundraising	<ul style="list-style-type: none"> • Liaise with WBI Board re acquisition of sponsors • Conduct fundraising activities
Finances	<ul style="list-style-type: none"> • Liaise with WBI Board re Fee Structure at commencement of season • Develop a Budget and present to the Board • Liaise with WBI Board re the recording of Warriors fees and uniform purchases (recently this role has been undertaken by WBI Admin Officer)
Parent/parent/coach mediation	<ul style="list-style-type: none"> • Provide ongoing mediation when issues between parents, coaches and players arise • Arrange for meetings with the above parties, including WBI personnel at all times
CBL	<ul style="list-style-type: none"> • Liaise with CBL Co-ordinator re training schedule arrangements and documentation • Assist in providing feedback re fixture availability (highlighting clashes with junior tournaments) • Devise Junior warriors parent roster for Door duty • Assist in publicity