Basketball Wagga Wagga

Association Administrator

During the initial 3 weeks of competition Administrator is required to be present during game times to assist with payments and registrations. Ongoing hours are flexible, as required.

* Point of contact for all incoming calls and emails regarding to general enquires, competition draws, forfeits and making changes where necessary. Notify referees, court supervisors and teams after a notified forfeit or change of draw
* Checking player competition fees and registrations are current and provide list to court supervisor of payments to be collected
* Processing of player eligibility
* Cross-checking of receipts against registration payments and comp fee payments
* Liaising with Court Supervisors re competition issues
* Enter registrations into FIBA and NSWBB systems
* Ensuring court supervisors folders are up to date
* Distribution of incoming emails
* Liaising with stadium Manager re local competition court bookings and fees.
* Attending to Tribunal notices and register
* Purchase of stationary supplies
* Receipt, sorting and of monthly registration cards
* Archiving of old documents
* Ensuring office and basketball equipment is kept in good working order and replacing where necessary
* Weekly printouts of player competition payment
* Court Supervising when necessary (paid as court supervisor)
* Referee when required (paid as referee)
* Assist Competition Director with drafting of competition dates for upcoming competitions
* Assist Competition Director with Preparation of Nomination Forms and distribution
* Collate and follow up return of Nomination Forms
* Checking of age eligibility for teams
* Preparation and distribution on upcoming events calendar
* Organising and Balancing of floats for competition
* Weekly withdrawal of cash floats from bank account, deliver and collect from court supervisors
* Weekly Balance court supervisor sheets and deposit to the WWBA bank account.
* Weekly Summary Sheets to be provided to treasurer
* View Only Access to Main working account for review of EFTPOS and DD payments
* Fax injury reports to BNSW and maintain injury record book