



Coffs Harbour Basketball Association Incorporated
74A Bray Street, Coffs Harbour NSW 2450 Ph: 02 6651 1452
admin@coffsharbourbasketball.com.au
www.coffsharbourbasketball.com.au

2019 CHBA Positions

Court Supervisor

Days/hours:

- 1) Tuesday, approx. 6pm – 9.30pm
- 2) Wednesday, approx. 6pm – 9.30pm
- 3) Friday, approx. 4pm – 8.30pm
- 4) Saturday, approx. 8.30am – 2.30pm

Honorarium: \$20 per hour

Working with Children: Yes, WWC number to be provided.

1st Aid Certificate: Yes, Current

Duties: General management of the CHBA courts on game nights and include:

- Collect scoresheets and game book
- Check the backboards have been re-set at the correct height
- Ensure scoreboards are on and benches are switched on and ready to go
- Get the towels from the back of canteen to use for court spills and check blood buckets are in the supervisor's office.
- Get the iPad prepared for entering game results and checking registrations
- Get the game balls out of the cupboard and place in the ball bag which remains in the supervisor room
- Ensure only coaches and players are sitting on court-side seats (or young kids/siblings who would be otherwise unattended)
- No children/players are to play with basketballs within the curtilage of the courts while the games are being played

COFFS HARBOUR BASKETBALL

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- Keep an eye on all games in play during the night and ensure all games start on time. If a team is not ready penalties will apply
- Check no unregistered players take the court & also keep an eye out for players playing under incorrect names
- Should any injuries occur, ensure the referees write up a report on the back of the score sheet and sign it. Injury &/or incident reports must be filled out by the supervisor
- Ensure the game sheets for the following game timeslots are placed out at half-time to allow teams to sign on prior to start time
- All game sheets are returned to the supervisor's room by referees, ensure they are signed by the referee's and then enter game scores into Sporting pulse after each timeslot
- Record referee's for each timeslot and ensure they sign for their games once they have finished
- Supervisor duty to hand out, collect and take home to wash player bibs sponsored by TAFE
- Record any Zero Tolerance breaches, liaise with referee supervisor in need.
- Record any Schedule 1/2 Disciplinary breaches, liaise with Referee Supervisor and Administration Officer
- Record any complaints received from teams, coaches, parents etc in case they need to be referred to at a later date