

# Dubbo Basketball Association Junior Representative Director

The key responsibilities of the Junior Representative Director are to understand the Club Rules, By Laws, Policies and Procedures, compliance obligations, and ensure the club is run according to these core requirements at all times for all Junior activities.

The Junior Representative Director is also the club officer responsible for structuring and executing all junior representative level competition and participation activities. Along with complying and enforcing all relevant competition and body laws.

## Responsibilities

The Junior Representative Director is responsible for the administrative tasks of the club including:

- ☐ Attempt to attend all committee meetings and general meetings (including the annual general meeting)
- ☐ Promote the growth and prosperity of junior representative basketball
- ☐ Promote and execute strategies committed to by the DBA
- ☐ Represent junior representative stakeholders at board level
- ☐ Comply and enforce all relevant competition and laws
- ☐ Co-ordinate junior representative sub committees for events.
- ☐ Actively liaise with the junior director on all relevant matters.
- ☐ Actively liaise with the referee director on all relevant matters.
- ☐ Actively liaise with the junior registrar(s) on all relevant matters.
- ☐ Actively liaise with the coaching co-ordinator(s) on all relevant matters.
- ☐ Actively liaise with the referee co-ordinator(s) on all relevant matters.
- ☐ Actively liaise with employees of the DBA on all relevant matters.
- ☐ Actively liaise with the tribunal co-ordinator(s) on all relevant matters.



Dubbo Basketball Association

Website:

[http://websites.sportstg.com/assoc\\_page.cgi?client=1-9053-0-0-0](http://websites.sportstg.com/assoc_page.cgi?client=1-9053-0-0-0)

## Player and team administration

- ☐ Enter teams in their relevant competitions
- ☐ Book venues for training and match day competitions
- ☐ Ensure all players are registered and cleared to play in their nominated teams
- ☐ Co-ordinate all player and coach clearances and transfers
- ☐ Enforce and support the competition by-laws and tribunal laws

## Communication

- ☐ Handle all junior representative related correspondence, responding to any correspondence as required
- ☐ Oversee and co-ordinate the club's junior representative information communication, including its website, email newsletters and social media
- ☐ Be the clubs point of contact for junior representative basketball information and direction.
- ☐ Communicate with relevant bodies regarding junior representative competition and official matters

## Requirements

The Junior Representative Director is expected to:

- Act in the best interest of the members at all times
  - Attend all Committee members
  - Undertake the role in good faith and honesty
- ☐ Hold or willing to apply for a current volunteer's "working with children" check (if legally required)

If at any stage the Junior Representative Director becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.



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## End of Year Requirements

### Transition

In the event of a change of Junior Representative Director, the outgoing president must provide access to all relevant information requested by the incoming board and assist in the transition process.

### Essential Skills and Requirements

- ☐ Hold or willing to apply for a current volunteer “working with children” check (if relevant)
- ☐ Can communicate effectively
- ☐ Is well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the club
- ☐ Can oversee organisational activities
- ☐ Is aware of the future directions and plans of members
- ☐ Has a good working knowledge of the rules of the club and the duties of all office holders and subcommittees
- ☐ A good understanding of league requirements at local, regional and higher levels.
- ☐ Unbiased and impartial on all issues.
- ☐ Receptive to change.
- ☐ Dedicated club person.



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