

Position Descriptions - Moss Vale & District Basketball Association Inc.

All Board Members

Accountabilities

Ensure compliance with:

- MVDBAI Constitution, Mission Statement and local rules, fair and consistently and without favor
- All legal Acts and requirements pursuant to the running of an incorporated not for profit sporting body
 - Incorporation Act
 - Child Protection Act
 - Antidiscrimination Act
 - Workplace Safety Act
 - Fair Work Australia Act
 - Privacy Act
 - Taxation Laws
 - Liquor and Gaming Act
- Comply with all reasonable requirements of governing Associations, i.e., Basketball NSW and Basketball Australia
- Accountable to the members of the Association
- Ensure effective management, maintenance and security of the Association assets.
- Assist other Board members, as required, to ensure the successful running of the Association.
- Attend functions as required by the Association and support authorized activities of the Association.
- Represent the Association in a Positive and Professional Manner
- No Association member has the right to hold Association funds, all funds must be kept in the safe or with the treasurer for banking.

President (Executive)

Preferred minimum 2 years' experience/qualifications in Business Management, other Board Experience minimum 2 years.

Accountabilities & Responsibilities

- Manage, care for, develop, encourage, protect Volunteers, contractors and employees.
- Oversee the operations of the organization to ensure viability and development.
- Control finances
- Attend and Chair Meetings as required by the Constitution.
- Provide Monthly and Annual reports to the Board.
- Represent the Association in a Positive and Professional Manner
- Encourage innovation and development of the Association and its members.
- Support and encourage the pursuance of the Association's "Mission Statement."

- Ensure all contractor and or direct employees are suitably qualified and insured to carry out their tasks and protect the Association.
- Custodian of Child Protection Act documentation
- Ensure maintenance of Canteen Contract, define and administer.
- Ensure maintenance of Cleaning Contract.
- Ensure maintenance of Association insurance requirements.
- Ensure maintenance of garbage collection requirements.
- Ensure effective management, maintenance and security of the Association assets, deeds and records.
- Develop a positive, innovative, strong and cohesive working team of the Board, support and direct as required.
- Assist other Board members, as required, to ensure the successful running of the Association.
- Oversee **Public Officer** duties compliance as defined in Incorporation Act.
- Ensure the security of the stadium and provide access as required.
- Maintain Liquor License and ensure compliance, appoint or act as licensee.

Treasurer (Executive)

Highly recommended minimum 2 years Accounting or book-keeping experience/qualification, Business Management

Accountabilities & Responsibilities

- **Maintain accurate and auditable financial records of the Association, ensure audits completed, as required, and presented to the Board. Electronic would be an advantage.**
- Ensure budgets are set, outlining history, predicted expenditures, income and balances and present to the Board.
- Ensure all appropriate invoices and receipts are issued and met.
- Maintain suitable insurance cover for the Association.
- Maintain contract for pickup of garbage.
- Ensure cleaning supplies are purchased and maintained.
- Endeavour to reduce costs and maximize operating excess by legal, innovative and secure management of Association funds, as ratified by the Board.
- Attend meetings and provide accurate monthly and annual reports on income and expenses and pay accounts as approved by the Board.
- Custodian of key to the safe
- Ensure the security of the stadium and provide access as required.
- Oversee **Sponsorship coordinator** activities.
 - Formulate and Maintain fair, well presented and reasonable Sponsorship packages detailing costs, benefits (Association and Sponsor), obligations of sponsor and Association, history of Association, development plans etc.
 - Actively pursue sponsors and comply with package requirements and commitments.
 - Provide innovative methods of promoting basketball and the Association and the benefits of partnering the Association.
 - Ensure all invoices and receipts are issued and met.

- Communicate with the sponsors, Board, stakeholders and members regarding sponsors and sponsorships activities.
- Maintain accurate records of activities regarding sponsorships.
- Report activities to the Board
- Oversee Financial Director/committee's activities and records.
- Authorise emergency expenditure and ensure ratification by the Board.
- Assist other Board members, as required, to ensure the successful running of the Association.
- Actively pursue Government grants and cash back initiatives

Secretary (Executive)

Highly recommended 2 or more years Office Management and/or Business Management, Advanced Computer skills including MS Office, Tournament management, accounting and invoicing software.

Accountabilities & Responsibilities

- Ensure the efficient operation of the office, Attach Office Duties list.
- Define duties, recommend appointment and oversee the performance of the Administration staff including Court Supervisor.
- Define duties, recommend appointment and oversee the performance of the cleaning contractor.
- Maintain all correspondence and records of the Association.
- Attend meetings, provide reports as required, take minutes and distribute, provide agenda (including compulsory agenda items) for consideration of the Board. Produce and annual report with the assistance of other Board members.
- Assist in the application for grants and financial assistance.
- Maintain communications with cleaning and canteen contractors for events and activities at the stadium.
- Custodian of a Safe Key
- Oversee the operation of the Association WEB site; define its activities, limitations and requirements. Ensure current passwords/codes are secure and known.
- Maintain effective communications with the Board, members and appropriate stakeholders of the Association.
- Assist other Board members, as required, to ensure the successful running of the Association.
- Maintain effective and appropriate use and security of Association internet activities; ensure current passwords/codes are secure and known.
- Ensure the security of the stadium and provide access as required.
- Maintain member accessibility to Constitution, Local Rules, form etc.

Director – Match Committee (Local Competition)

Accountabilities & Responsibilities

Senior Competition & Junior Competition

- Formulate, develop and action a senior and junior competition development plan, set goals. Present to Board.
- Present the Board with monthly and annual reports including progress in line with development plan.
- Develop a committee, duties to include but not limited to.

Chairperson/Match Committee Duties

Most of these duties are shared with the members of the Match Committee

- Follow the Association Rules, Policy and Constitution. Be familiar with all.
- Chair Committee Meetings, take motions, discussions, resolutions, recommendations and **decisions**.
- Plan ahead. Formulate a list of compulsory meeting topics to be covered over the year and coordinate with the topics of the Board. Recommendations are to be with the Board 1 week before the meetings, therefore decisions made by the Committee that need ratification by the Board, must be planned & decided one month ahead of Board agenda.
- Assist with conducting senior or junior games.
- Represent Committee or liaise with Director on Board.
- Liaise with Committee Secretary re registrations, meetings, duty rosters, etc.
- Liaise with Referee co-ordinator, or if none, arrange suitable officiating.
- Liaise with Representative co-ordinator, or if none, arrange suitable officiating, coaches, oversee representative teams and their organisation. Make recommendations to the Board for Representative funding.
- Arrange suitable representative uniforms; refer to Board for suitability and authority to spend.
- Assist with conducting of games on representative days and on carnival weekends.
- Assist with organising officials training and development.
- Assist with competition draws.
- Assist with day to day interpretation of rules, or refer to committee or Board.
- Ensure future of Association by innovative administration of competition rules and format, and the committee, to keep pace with requirements.
- Actively participate in fund raising for committee initiatives, representative program and Association. All fundraising must be notified to the Director or Treasurer. All funds must pass through the books.
- Promote Basketball in a positive and enthusiastic manner.
- Assist with maintenance of Association facilities to ensure they are presented in an acceptable standard, protecting the investment of the members.
- Committee duty person to assist with stadium cleaning after games if required.
- Committee to assist with canteen if required.

- Assist with major functions e.g. NBL preseason games.
- The committee does not have the authority to spend or adjust charges without Board approval.
- Operate in a legal, professional manner, in line with OH&S and statutory requirements.

Director - Asset Management & Sponsorship

Recommended experience in Business Management, Safety Management, Project Management, Contractor Management

Accountabilities & Responsibilities

- Ensure effective management, maintenance and security of the Association assets, deeds and records.
- ensure the stadium and grounds are maintained in a safe and presentable manner.
- minimize costs by encouragement of volunteer labor ensuring compliance with OH&S requirements
- where major work required present project application complete with 2 quotes (min) for consideration by the Board, and administer project as required.
- Authorise emergency expenditure and ensure ratification by the Board.
- Arrange appropriate “working bee’s” support and encourage volunteers.
- Attend meeting and provide accurate reporting on monthly and annual activities.
- Assist in administration of contractual arrangements of the Association.
- Assist other Board members, as required, to ensure the successful running of the Association.
- Ensure the security of the stadium and provide access as required.
- Engage appropriately qualified assistance for major project management, development, design and implementation with the approval of the Board.
- Ensure compliance with fire safety standards.
- Manage contractors, ensure insurances are current and appropriately qualified.

Director - Development and Representative

Accountabilities & Responsibilities

- Ensure compliance with Association Representative guidelines.
- Highly recommend formation of Representative committee, refer Managers position description.
- Formulate, develop and action a development and representative plan, set goals. Present to Board.
- Present the Board with monthly and annual reports including progress in line with development plan.
- Refine Coaches duties and representative requirements.
- Ensure compliance with all representative team rules and regulations.
- Advertise/Recruit coaches, encourage training and development to improve their skills.

- Ensure coaches meet minimum requirements, including qualifications to protect the players and the Association.
- Ensure player financial and other requirements are met.
- Ensure Coaches requirements are met.
- Ensure Association requirements are met.
- Determine Financial requirements of program and ensure they are met with minimum cost to Association, or as approved by the Board.
- Ensure coaches and managers are registered, Association pay for non-playing coaches and managers.
- Actively and repeatedly Encourage players and officials to contribute back to the Association programs and development.
- Manage and responsible for Coaches and Managers compliance with the duties outlined below.

Coaches - Compulsory Child Protection Act Compliance

Highly recommend minimum 1 year as assistant coach at representative level, Club Level Coaching qualification minimum requirement.

- Fun, Enthusiasm, Commitment, Success, Learning, Development and Respect are all important qualities and are expected in the player and in a COACH!
- **Ensure compliance with Association Representative Rules**
- **Ensure all adults, coaches, managers, referees, bench people, transporters have complied with the Child Protection Act.**
- Maintain security and control access to the facility, limited to official training/game times and with the approval of the Board. (custodian of a “key”).
- If you are not qualified pursue a course through the Representative co-ordinator
- Select your squad.
- Sponsorships or Donations to Team or Program must comply with Association Guidelines.
- Select training time and book it with the office.
- Plan your sessions and plan goals for individuals and team.
- Select your team.
- Select a Manager, probably require recruiting from the parents.
- In conjunction with Manager, ensure, in writing, all members and parents are aware, of their playing, training, financial, transport commitments where possible. Parents must be solicited to assist with transport (Child Protection requirements)!
- In conjunction with Manager, ensure all financial obligations are met by players. Representative Levy, travel, accommodation and door fees are the responsibility of the players.
- In conjunction with the Manager Ensure you have a referee.
- Arrange with other coaches to share ideas and participate in each other’s sessions.
- Join with other coaches to plan a common terminology (local and State) drills, offences, defences, etc to develop through all age groups. Use common terms and names to avoid confusion.
- **Always remain positive and promote good sportsmanship, behave professionally and to the rules.**

- **Comply with Child Protection, Sexual Harassment, Anti-Discrimination etc Acts and Policies.**
- Frequently check with players etc that they are available for games, parents available to transport, how team and individual goals are going etc.
- After games produce a brief press report, involve players and parents.
- Actively pursue sponsorships of team and Association, along Association guidelines, don't overstep your authority.
- Liaise with your chairperson for any requirements or assistance. Keep them informed of arrangements in case they are asked by others.
- At the end of the program check with players and officials for their opinions and to see if individual and team goals were achieved, if not why? For future reference.
- At the end of your program produce a brief report on the successes and failures of the year for the Board, photos are always appreciated. Not more than one page.
- Finally join with your manager, sit back, relax, reflect on your successes and failures.

Manager - Compulsory Child Protection Act Compliance

Highly recommend First Aid qualifications, Sports Strapping experience an advantage

- Assist coach as required.
- **Highly recommend the formation of a Representative Committee with other Managers to work together to achieve goals, share information, arrange end of year functions, control uniform design, purchase and issue, control apparel stock to minimise wastage, arrange team photos, collate data for representative awards, fund raising opportunities etc in line with Association Guidelines and making recommendations to the Board.**
- Ensure compliance with Association Representative Rules.
- Ensure all player payments are made in specified time.
- Ensure transport is arranged for all players and officials.
- If accommodation is required ensure all players, officials and transporters are considered and all are aware of costs. Book early, other teams are looking for accommodation too!
- As games approach arrange uniforms, 2 balls (inflated), bag, First Aid kit (stocked), alternative uniforms, if available. Ensure you have at least one, better two, competent bench officials and they are aware of their requirements.
- Ensure scoresheets are completed before the game and copies obtained after the game.
- Assist players with uniforms, fluids, injuries, strapping etc. at games
- **Before leaving the venue ensure all equipment and uniforms are collected, don't let players take anything home.**
- Assist coach with press report.
- Always remain positive and promote good sportsmanship.
- At some stage of the year arrange a team photograph.
- **Uniforms** are to be signed out of the office and signed back in. Uniforms are to be laundered and all equipment returned within a week (**Balls MONDAY** as some other teams may require them). **Do Not keep uniforms for the whole season.** They are

to be laundered in cold wash and not tumble dried. Wash all, even spares, together so they wear the same. Report all damage/loss.

- Players are not to wear uniforms and warm up tops, etc outside of games to protect the asset.
- Arrange with office to have replaced any First Aid equipment used.
- Assist Office by chasing up outstanding fees and charges to avoid embarrassing money problems, keep accurate records of payments for issue of receipts.
- Promote good team presentation by controlling Association uniforms, warm up tops, track suits if applicable. All rates and charges will be set by the Board in consultation.
- Ensure all paperwork required by NSW is complete and forwarded. (SBL and YBL)
- Ensure appropriate supper available for teams (SBL and YBL) if required
- Ensure scoretable, floor wipers, doorperson etc available for home games (Representative committee to assist)
- No one has the right to use Association Logo's, letterheads etc without Board approval.
- These are not all duties that may arise through the course of the program but are drawn from good and not so good experiences of the past. You will gain a lot of pleasure and friendships from your participation in our sport, there is always someone to help or offer advice. GOOD LUCK and here's to many successes and a long future.

Director - Referees

- Oversee the activities of the Referee Development Officer (RDO)
- Develop an action plan for the education and development of referees which supports the Association's Strategic Plan
- Develop a philosophy and culture for officiating that promotes a positive image
- Represent referees on the Board as necessary and produce an annual report which assesses progress against the Strategic Plan.
- Assist the RDO with the interpretation of rules, both local and FIBA
- Assist other committees with the interpretation and enforcing of rules
- Encourage and mentor referees in conjunction with the RDO
- Chair referees' meetings as required, encourage formation of committee or support group.
- Manage and responsible for RDO compliance with the duties outlined below.

RDO

- Ensure appropriate training and development of referees to support the Association's domestic and representative requirements.
- Appoint, and assist with arrangements of, referees for representative teams.
- Ensure referees registration is correct and maintained.
- Within the available resources, prepare a weekly refereeing roster in which appropriately trained officials are deployed at the right level of games, and the early experiences for new and younger officials are both appropriate and enjoyable.
- Promote the 'Green Shirt' program.
- Identify a group of more experienced referees (stripes) to mentor and support the less

- experienced (greens).
- Organise and run at least two community referee courses per annum.
 - Coordinate/assist with referee evaluation and re-grading within your authority.
 - Coordinate with Admin regarding the purchase of refereeing equipment as required.
 - Co-ordinate as required with Conference and State referees convenors.
 - Assist with rostering referees for games outside the Association if requested e.g. ISA, Illawarra academy, State training etc.
 - Develop a program to recruit and train score-table officials, to comply with Association requirements.

Director - Publicity

Accountabilities & Responsibilities

- Formulate, develop and action a publicity development plan, set goals. Present to Board.
- Present the Board with monthly and annual reports including progress in line with development plan.

Director - Member Protection Information Officer (MPIO)

Accountabilities

Member Protection Information Officers play an important role in sport. They provide information and guidance on complaints procedures - they are the 'go to' person if you want to discuss problems at your club/Association, particularly if you are considering making a formal complaint.

Responsibilities

- an MPIO is the first point of call for someone who has an enquiry or a complaint.
- they must be a good listener, be non-judgmental, give full attention.
- they must maintain confidentiality.
- they have the ability to investigate complaints providing there is no conflict of interest.
- they actively work to minimise all areas of risk to members' safety.