



POSITION DESCRIPTION

Court Supervisor

Position Title - Court Supervisor

Reports to - Board of Directors, Director of Admin MVDBAI

Key Relationships - MVDBAI Board of Directors, Office Manager, Referee Director, RDO, Referees, Team Representatives, Volunteers and Supporters

Overall Position Description –

The Court Supervisor is responsible for ensuring a safe, friendly and professional environment for people to play and watch Basketball.

Duties and Responsibilities –

- Ensure compliance with MVDBAI Competition Rules, by laws and Codes of Conduct.
- Ensure score bench duty staff on time and understand their responsibilities.
- Observe all games during designated fixtures.
- Set up all equipment and required documents and return all to the office correctly at conclusion of each evening.
- Ensuring that all game documents are available and correct.
- Ensure teams vacate team benches immediately following their games.
- Develop, mentor and educate score table staff.
- Manage issues and incidents that arise during games (e.g. behavioral, Injuries etc.)
- Ensure relevant report forms are completed.
- Ensure all players are eligible/registered to participate in nightly games.
- Manage the game schedule (e.g. ensuring games run on time).
- Ensure that the competition venue is left clean and tidy at the conclusion of each evening.
- Promote MVDBAI events to customers.
- Plus duties as required by the Board

Essential Skills Required –

- Knowledge of the game of basketball
- Knowledge of the MVDBAI & BNSW Codes of Conduct and Competition by-laws
- High level of communication and people skills
- Ability to prioritise multiple tasks and manage own time
- Excellent negotiation, decision making and problem solving skills
- Excellent communication and people management skills
- Able to adapt to and work effectively with others in a changing environment
- High standard of personal appearance and conduct
- Ability to use discretion with confidential and sensitive information

- Current drivers' License or ability to access public transport
- Being able to be part of a team.
- Minimum of or willingness to obtain Community Referee (level 1A) qualification
- Capable of building strong relationships with participants and parents
- Must be energetic and dependable
- Current WWCC
- Current First Aid certificate

Hours of Duty

- The Court Supervisor will be required to work approximately 20 Hours per week, during the school term, divided as follows:

Monday -	6 – 9:30	3.5 hrs
Tuesday -	6:00 – 9:15	3:25 hrs
Wednesday -	3:45 – 8:00	4.25 hrs
Thursday -	6:15 – 9:45	3.50 hrs
Friday -	4:00 – 9:00	5.00 hrs

Please be aware, these times may vary slightly if there are games that go into overtime and may reduce slightly during the finals series.

Remuneration

\$24 / hour + Super, inclusive of all loadings

For further information, please contact Marg Beaumont on email - mvbball@bigpond.com

Interested applicants are to apply via email by the 28 January 2022 addressed to the Board of Directors of the MVDBAI at mvbball@bigpond.com