



COCKBURN BASKETBALL ASSOCIATION

(ABN 52 643 962 009)

"We acknowledge the Nyungar people who are the traditional custodians of this land."



COMPETITION DUTY MANAGER & REFEREE COACH – SEPTEMBER 2018

ORGANISATIONAL OVERVIEW

Cockburn Basketball Association (CBA) is a not for profit family-orientated organisation, focused on growing the sport of basketball in the south-western metro region of Perth. With a strong club base the association conducts regular fixtures for juniors & seniors, development programs for varying ages and skill levels, and a representative program for both juniors & seniors. CBA is governed by a General Manager and Board of Directors.

POSITION OVERVIEW

JOB TITLE	Competition Duty Manager
POSITION STATUS	Casual
REPORTS TO	Operations Manager
DIRECT REPORTS	Referees / Casual Canteen Staff

PURPOSE

The role encompasses management and administration of all stadium functions to ensure the efficient and safe operation of the stadium – its games and its facilities – for members, volunteers and staff. The Duty Manager supports day to day office and games operations. Provide leadership and direction to the staff under supervision and ensure the delivery of high levels of customer service. Demonstrate a high level of ethics and responsibility in all undertakings, and safeguard the assets of the association (facilities, sports equipment and monies received etc.)

The second key element of the role encompasses the management and development of stadium officials. This includes adhering and administering the CBA referee development plan, referee rosters (competitions and WABL), and game day management of CBA competition referees.

KEY RELATIONSHIPS

- Affiliated Clubs and Teams
- Junior and Senior Players
- Parents and Guardians
- Stadium Staff
- Volunteers
- Referees and Casual Canteen Staff

COUGAR FAMILY VALUES

Be Authentic	Listen Proactively	Have a Sense of Humour
Ensure Safety	Work as a Team	Act Respectfully
Be Inclusive	Strive for Excellence	Be Accountable



Location: Wally Hagan Stadium, Starling Street, Hamilton Hill
Post: PO Box 105, Hamilton Hill, WA, 6963 **Phone:** +61 8 9335 9101
Email: admin@cockburncougars.com **Web:** www.cockburncougars.com
Facebook: Cockburn Cougars – Cockburn Basketball Association **Twitter:** @CougarsCBA





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DUTIES & RESPONSIBILITIES

1. Protect the Association's assets / Ensure safety and security: open, disarm and lock/arm the stadium. Receipt and safeguard any monies.
2. Manage and monitor games: stop and start, ensure that referees are fulfilling their functions, assist with Stadium Scoring issues. Check scores online and follow up with referees if any queries.
3. Upload and download games in Stadium Scoring. Ensure downloads of games to on court computers, and upload of competition statistics and member stats during every shift.
4. Utilise SportsTG to check player / team details, print out game sheets, and ensure that games for the shift are uploaded to web and to correct any on-court errors that might arise. For example, when scores are confirmed incorrectly, or a manual scoresheet has been maintained and scores need to be manually entered into SportsTG.
5. Deal with member and other queries while observing privacy regulations and member protection policy.
6. Liaise with teams / notify forfeits etc.
7. Provide support to the referees in dealing with the public.
8. Ensure referees are timely, organized and efficient.
9. Conduct regular evaluation of referees in line with the referee development plan.
10. Work with the operations manager to complete both competition and WABL referee rosters.
11. Account for all incoming monies on senior game nights, utilizing a reconciliation sheet for the shift.
12. Ensure that first aid assistance is offered and incident report forms are completed as appropriate.
13. Exhibit a high level of enthusiasm, commitment and professionalism.
14. Provide excellent customer service in relation to competition management and delivery
15. Conform to stadium policies and procedures, and OSH regulations to ensure a safe playing and working environment.
16. Maintain a sound knowledge of other Stadium services and programs (non-competition), and have the capacity to assist members with signing up to those programs
17. Become familiar with the Cockburn Basketball Association's Bylaws, and check regularly for updates. A current copy of the By-Laws is published on www.cougarfamily.com (there is a hard copy in the office as well).
18. Become familiar with the website www.cougarfamily.com so that any enquiries pertaining to it can be resolved quickly.
19. Maintain communication with the Stadium office to advise of any issues, either by email or using the court manager's report. In turn the Stadium Office will maintain information for the DMs via email correspondence or in person.
20. In the event of injury, the DM is to administer ice / first aid as appropriate and also to complete an incident sheet if appropriate. In the event that an injury occurs where a public liability insurance claim may be raised, the DM is to make comprehensive notes and also take the names, numbers and a statement from reliable witnesses.
21. Other reasonable duties as directed by the Operations Manager from time to time.

PERFORMANCE OUTCOMES

- Creating and managing an efficient competition to the benefit of basketball players at the stadium and external venues. Providing a comprehensive service for members of the club and patrons of the stadium generally.
- Ensuring a safe environment for players, members, volunteers, patrons and staff. Duty Managers are to maintain control of the stadium at all times, and have the capacity to eject any persons in the stadium, and notify security if necessary.

All Duty Managers (DMs) must have a current Working With Children (WWC) and First Aid certificate.

DESIRED CRITERIA

- Demonstrated experience working in a sports competition setting
- Appropriate referee coach qualifications.
- Senior First Aid Certificate
- A willingness to learn, adapt and take initiative in a fast paced environment.



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