

OUR VALUES

Inclusion
Respect
Effort
Community
Enjoyment

Surfcoast Basketball Association Position Description

POSITION:	Court Supervising Officer (CSO)
Reports to:	Competitions, Events and Officials Administrator
Direct Reports:	Nil
Hours of Employment:	6+ hours per week
Type of Employment:	Casual
Probationary Period:	2-months
Wage:	\$25 per hour
Applications Close:	Monday 26 July 2021

DESCRIPTION

The Surfcoast Basketball Association (SBA) is seeking to appoint highly motivated individuals to the position of Court Supervising Officer (CSO).

POSITION OBJECTIVES

The role of the **CSO** is to support the management and operation of the SBA to ensure:

- Provision of quality and safe services in managing basketball competitions and sanctioned events.
- Ensure player and team fees are paid prior to commencement of game.
- Education of players, coaches, parents, and spectators of their responsibilities as identified in the *Code of Conduct* and *Conditions of Entry* obligations.
- Provision of support to all referees during basketball competition and sanctioned events.
- Foster strong communication between Referee and other system stakeholders to benefit the competition and Official's pathway system.
- Contribute to building and managing a high performing culture across the Association.
- Contribute across the Association to fostering team cohesion, providing support, advice and assistance to SBA staff and volunteers.
- Build effective relationships with both internal and external stakeholders.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Competitions, Events and Officials Administrator
Internal Relationships:	Other Administrators, Supervisors and Referees
External Relationships:	Players, Coaches, Parents, Team Managers and Spectators

Mandatory Qualifications & Experience - Key Selection Criteria

- Ability to work with limited supervision and make judgements on safety hazards and emergencies.
- Ability to communicate with players, coaches, parents, team managers and spectators in a friendly, professional, and respectful manner always.
- Current Working with Children Check (WWCC).

Desirable Qualifications & Experience

- Demonstrated experience working in a basketball competition or other event.
- First Aid qualification. Motor Vehicle Driver's Licence. Basketball Referee Qualification.
- Computing skills including the ability to effectively utilise sports application and desktop management software including, but not limited to PlayHQ and TeamPay.

Key responsibilities	Measurable outcomes
<p>Rules and Regulations</p> <ul style="list-style-type: none"> Ensure SBA and Basketball Victoria (BV) Rules and Regulations are enforced always. 	<ul style="list-style-type: none"> <i>Adherence of patrons to rules and regulations.</i>
<p>Behaviour of Patrons</p> <ul style="list-style-type: none"> Ensure acceptable behaviour of patrons always. Remove patrons disrespecting the facility or behaving in a manner detrimental to the game or other patrons. Alert police to any issue deemed out of control. 	<ul style="list-style-type: none"> <i>Non escalation of issues</i> <i>Issue resolution</i>
<p>Payment Supervision</p> <ul style="list-style-type: none"> Check match payments from teams are received prior to start of game. Assist with player registrations prior to start of game. Non-registered players cannot play. Reconcile match payments against games. Report outstanding match payments to <i>Finance Administrator</i> and <i>Treasurer</i> after competition. 	<ul style="list-style-type: none"> <i>Correct match payments are received and recorded.</i> <i>Match payments and player registrations reconcile with games and players played.</i> <i>Accurate and timely reporting of outstanding match payments and player registrations.</i>
<p>Opening</p> <ul style="list-style-type: none"> Unlock doors and disarm alarm. Turn on lights and Inspect stadium for safety. Ensure basketball court is clear of any obstacles around the court perimeter. Collect match balls for competition. Lower/Raise rings, draw curtains, setup seating. Ready score bench and scoreboard for games. 	<ul style="list-style-type: none"> <i>Secure opening of the building</i> <i>Turning on all equipment in time for day/night's activities</i>
<p>During Competition</p> <ul style="list-style-type: none"> Sweep court at start and mid-way of competition. Ensure players, coaches and spectators are positioned in correct area of court. Only players, coaches and scorers are permitted in bench area. Ensure each team has access to a ball and free access to a ring for warm up. Politely clear the court of spectators. Advise players, coaches, and spectators no outside balls are permitted in the stadium. Maintain strong visual presence walking around the perimeter of the court in uniform. Engage with coaches, players and spectators asking for feedback and address any concerns. Ensure the experience is enjoyable for all involved. 	<ul style="list-style-type: none"> <i>Games are conducted in a timely, satisfactory, and successful manner to the high standard expected of the SBA.</i> <i>Reporting of any concerns, issues, or suggestions to the SBA Board.</i> <i>Ability to be the contact for all face-to-face enquiries during competition.</i> <i>Maintaining a friendly, polite, professional, and enthusiastic attitude during shifts.</i>

Closing

- Ensure referees have signed game sheet and reported all technical fouls given during games.
 - Ensure all games have been ended on controller.
 - Ensure scoreboards are turned off and the controller is securely stored in office locker.
 - Return basketballs and equipment to storeroom.
 - Document missing basketballs or equipment.
 - Lock doors and arm alarm.
 - Return key to drop box or primary key holder.
- *Secure locking and arming of the building.*
 - *Status of basketballs and equipment.*
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Accountability & Extent of Authority

- The position makes judgements on safety hazards and emergencies but must consult the Centre Supervisor where further action or involvement of others is required.

Judgement & Decision Making

- The position is required to understand and apply regulations, policies, guidelines, and local laws relating to the operation of the Stadium(s).

Specialist Skills and Knowledge

- Excellent communication skills including sound negotiating and conflict resolution skills.

Management Skills

- Demonstrated experience working in and managing the smooth running of a basketball competition.

Interpersonal Skills

- Ability to liaise with both internal and external clients and the various attendees at the stadium(s).

Equal Opportunity Statement

Surfcoast Basketball Association is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs, or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.

Child Safe Standards

Surfcoast Basketball Association is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential. Surfcoast Basketball Association's policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. The Surfcoast Basketball Association will ensure that the Child Safe Standards are understood and embedded across the Association's services and programs. All positions within the Surfcoast Basketball Association are required to have a current Working with Children Check (WWCC).

Risk Management and Work Health and Safety

All staff will identify and report any hazards, damage, loss, or exposures observed during their work; mitigate and manage identified risks; and minimise damage or loss of property within the incumbent's control. In addition, all staff will ensure compliance with the Work Health and Safety Act and regulations to ensure the health and safety of self and others in the workplace. Comply with Basketball Victoria policies, procedures and ensure safe working practices are adhered to. Consult with staff on WH&S matters and monitor WH&S performance within area of responsibility.

Notes

SBA may alter the position, Position Description, and responsibilities in accordance with the needs of the business. Any such change will be discussed prior to implementation.

All applicants must be legally entitled to work in Australia.