



POSITION DESCRIPTION

ABOUT

Townsville Basketball Incorporated is a not for profit organisation, focused on growing the sport of basketball. With a strong club base the association runs regular fixtures, junior and schools' competition, representative teams and development programs.

POSITION DETAILS

Position Title:	Competition co-ordinator
Reporting To:	General Manager
Direct Reports:	Nil
Classification:	Sporting Organisations Award 2010 Clerical & Administrative Staff, Grades 5 - 6
Effective Date:	September, 2017

PURPOSE

- The Competition co-ordinator is responsible for the design, implementation, management and administration of a profitable team based competition structure at all levels and the day to day operation of that competition format, meeting consumer interest and demand for basketball for TBI.
- Promote a positive image for Townsville Basketball Incorporated through professional delivery of service.

QUALIFICATIONS & SKILLS

- A strong interest in basketball
- Demonstrated experience in a similar role in managing sporting competitions
- Blue Card
- The ability to carry out duties with limited supervision and co-operatively participate as a team member when required
- Demonstrated ability to multi-task, work independently and to use initiative and problem-solving skills in order to organise and prioritise workloads
- Demonstrated high level of interpersonal, communication and negotiation skills
- Demonstrated ability to use discretion with confidential and sensitive information
- Willingness to work outside normal business hours from time to time such as evenings and weekends
- A high standard of personal appearance and conduct, that is: clean, neat, tidy, punctual and respectful language and manner toward visitors, patrons and to each other
- Demonstrated experience in the utilisation of the SportsTG or similar competition database to ensure the effective management of competitions.



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ACCOUNTABILITIES

- Administrate and manage all TBI competitions from juniors through seniors including all divisions, including the daily reconciliation of game fees
- Develop an annual competition calendar for juniors through seniors for all divisions
- Make grading recommendations for new teams for all draws and games
- Administrate weekly results and team ladders
- When necessary make amendments to games, ensuring appropriate communication with teams
- Regularly liaise with clubs, players, teams, BQ and other interested parties, to ensure satisfaction with competition and implement possible improvements
- Maintain accurate player registrations, clearances and insurances
- Ensure all members are registered and financial to participate in TBI competitions
- Work closely with the Accounts Manager to ensure correct receipt and processing of competition monies
- Maintain and follow up on clearances and transfers of players from club to club and association to association
- Coordinate special events – season launch, awards nights and grand finals
- Assist when required with reception and general administrative duties
- Coordinate Tribunals, Appeals and special investigations
- Work closely with Coaching & Development Officers to ensure that QNJBC competition structure compliments and satisfies program needs and all necessary correspondence is completed in the relevant timeframe
- Maintain accurate competitions results & records on website
- Ensure a pleasant environment for the members

PEFORMANCE OUTCOMES

- Delivers high quality competition, measured by positive feedback from teams and individual participants
- Greets visitors and patrons in a manner consistent with the high level of service expected by TBI
- All competitions detailed in annual calendar are communicated widely, delivered, on time and within budget
- TBI sporting equipment is maintained in excellent condition
- Financial requirements of competition management are met