

Position Description

Basketball Competitions Administrator

Organisation	Melbourne Central Basketball Association
Role	Basketball Competitions Administrator
Reports to	Operations Manager
Location	Melbourne Sports and Aquatic Centre or elsewhere as reasonably directed by the employer including working remotely as agreed.
Hours	Full Time, 38 hours per week averaged over a 52-week year noting there may be peaks and troughs throughout the year therefore requiring flexibility with hours Minimum Office Days: Tuesday, Wednesday & Thursday (times to be discussed) Other days flexible within reason and based upon operational requirements. Some weekend work may be required throughout the year.
Remuneration	Clerical & Administrative Grade 4 Sporting Organisation Award Rate
Broad objectives	The Basketball Competitions Administrator will be an all-rounder who plays a pivotal role in shaping the culture relating to communications for our Association. The role oversees communications for our senior domestic competitions and manages the administration and resolution of disputes, incidents and behavioural matters for all domestic competitions, as well as compliance record keeping.

Role and Responsibilities
Senior Competitions Administration • Manage communications to all Senior Competition participants ensuring timely communications with participants. • Maintain a record of team fill-ins for the season and communicate any breaches of fill-in by-laws. • Follow up teams for outstanding Teampay/invoice payments when required. • Assist with fixturing when required and coordinate communications to participants. • Coordinating last-minute fixture and court/venue changes as required • Communicate and manage new season registrations. • Any other administration tasks required to assist the Operations Manager or any administrative requirements for basketball competitions.
Disputes, Incidents and Behaviour Resolution • Review game disputes/breach of by-laws and issue correspondence to teams based upon results of review for all domestic competitions. • Communicate red & yellow card Behaviour Review System breaches to all domestic participants when issued. • Review and resolve game result dispute submissions for all domestic competitions. • Review and resolve complaints and grievance submissions for all domestic competitions when directed by the Operations Manager.

• Maintain record of technical fouls accumulated and communicate any breaches of the Technical Foul Accumulation Policy. • Work collaboratively with competitions team to obtain any information required for tribunals or complaints/grievances from participants. • Administer and coordinate the end-to-end tribunal and reporting process in accordance with Basketball Victoria by-laws, including stakeholder liaison, hearing coordination, preparation of tribunal documentation and evidence, and submission of outcomes to Basketball Victoria. • Liaise with Basketball Victoria's Integrity team when incidents or outcomes require.	
Compliance • Conduct weekly checks of all staff and technical officials Working With Children Checks (WWCC). • Work with the Technical Officials team to perform quarterly checks of referee registration and hobbyist form compliance. • Maintain a register of all volunteers.	
Other operational responsibilities • Assist with operational matters where required during peak periods. • Other duties reasonably requested in order to meet the requirements of the MCBA. • Work closely with Melbourne Central Basketball operations team.	
Desirable Experience & Qualifications	• Excellent knowledge of the sport of basketball. • 1 years experience in an administration role • Excellent written and verbal communication skills. • Ability to multitask, work under pressure, and meet deadlines.