



Cairns Basketball Inc A.B.N. 42 503 809 921
Early Settler Stadium
289 Aumuller Street, Cairns, QLD 4870
Ph: (07) 4041 2145 Fax: (07) 4031 0045
E: admin@cairnsbasketball.com
www.cairnsbasketball.com



COMPETITION MANAGER - POSITION DESCRIPTION

ABOUT

Cairns Basketball Incorporated (CBI) 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 Manager
Reporting To:	Office Manager
Salary	Full Time Equivalent = \$45,000
Effective Date:	June, 2018

PURPOSE

- The Competition Manager 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 CBI.
- Promote a positive image for Cairns 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



Cairns Basketball Inc A.B.N. 42 503 809 921
Early Settler Stadium
289 Aumuller Street, Cairns, QLD 4870
Ph: (07) 4041 2145 Fax: (07) 4031 0045
E: admin@cairnsbasketball.com
www.cairnsbasketball.com



POSITION DESCRIPTION cont.....

ACCOUNTABILITIES

- Administer and manage all CBI competitions from juniors through to seniors
- Develop and distribute an annual competition calendar for juniors through to seniors taking into account QNJBC, QBL, Taipans and School and State Championships
- Work closely with the Junior Committee to ensure efficient delivery of the Junior Competition, grading determinations and finals organization including arranging trophies. Attend Junior Committee meetings, keep meeting minutes and distribute
- Maintain and follow up on clearances and transfers of players from club to club and association to association
- Prepare and distribute score sheets or set up electronic processes as necessary
- When necessary make amendments to game schedules, 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
- Ensure all members are registered and financial to participate in CBI competitions
- Work closely with the Office Manager to ensure correct receipt and processing of competition monies
- Coordinate Tribunals, Appeals and special investigations
- Manage and maintain database for teams entered into the various competitions
- Ensure competition ladders are maintained and results uploaded to website
- Prepare referee roster in consultation with Referee Co-ordinator
- Develop draws for Cairns based QNJBC Competitions. Work with North Queensland Associations to ensure competition structure complies and satisfies program needs. Ensure all necessary BQ correspondence is completed in the relevant timeframe in co-ordination with the Office Manager
- Regularly review competition by-laws to ensure they reflect current trends and processes to maintain well conducted and fair competitions
- Coordinate special events – season launch, awards nights and grand finals
- Assist when required with reception and general administrative duties





PERFORMANCE OUTCOMES

To perform competently in this position, the incumbent will be expected to demonstrate capability, skills and experience in the following areas:

1. Customer Service

Show high level interpersonal and communication skills that allow effective positive relationships at all times with all internal and external stakeholders. Develop strong working relationships with the key stakeholders of allocated competitions, keeping them fully informed on an ongoing basis.

2. Organisational Knowledge

Be a specialist source of knowledge to all stakeholders on how allocated Association competitions operate for the benefit of all participants. Document and share this knowledge effectively where required with office staff and all competition volunteers.

3. Business Administration

Work to ensure effective administration of CBI as a business, particularly in regards to financial matters. Ensure business processes are adhered to and that all decisions made and actions taken are in the best interests of the Association.

4. Technical Skills

Demonstrate effective use of Windows based personal computer software, especially Microsoft office applications. Learn as required the software applications provided through the Basketball Network for administration support of our competitions.

5. Team Participations

Be an active and enthusiastic member of the wider CBI organisation. Build positive relationships and work collaboratively with other clubs, volunteers and other stakeholders in supporting Association competitions. Take personal responsibility for upholding our Associations values.

6. Work Quality

Take personal responsibility & accountability for the quality of work completed, including timely delivery and accuracy of information.

7. Continuous Improvement

Show a commitment and active contribution to finding more efficient and effective ways to do things for the benefit of the Association and all stakeholders.

8. Competition & Participation Growth

Domestic competition growth in line with CBI Strategic Plans.

9. Financial

Financial requirements including reconciliation and record keeping are reported to the Office Manager.

10. Equipment

All CBI sporting equipment is to be maintained to optimum working condition. Basketballs are to be inflated correctly and correct sizing for games readily available.

Game Controllers and Shot Clocks are to be correctly pre-set to ensure efficient running of competitions.