



PORT MACQUARIE BASKETBALL ASSOCIATION POSITION DESCRIPTION

GAME MANAGER

PORTFOLIO	Technical
LOCATION	Port Macquarie
CLASSIFICATION	Casual Hourly Rate (Sports Administration Award)
POSITION NO.	3.22.5

ABOUT PORT MACQUARIE BASKETBALL ASSOCIATION (PMBA)

Port Macquarie Basketball Association was founded in 1967 and has a proud history of growing and developing basketball at a local and representative level.

The Association is financially stable with around 1200 members and offers competition games for every age group from under 10 to A Grade men and women. Competitions are held on weeknights, starting from 4.30pm.

With one of the newest six court facilities in NSW the Association regularly hosts Basketball NSW representative carnivals, school events, Waratah League rounds and Junior and Senior Seaside Classic Competition weekends.

POSITION PURPOSE

This role will work under the Technical Officials portfolio to manage the professional, smooth running of the PMBA competition schedule each evening and ensuring referees are supported for every game. The role requires a strong knowledge of PMBA codes of behaviour, confidence in court control and ability to practically implement behaviour expectations for players and spectators. The role will also include mentoring volunteer score table officials to ensure all games are run according to the schedule.

The Role of the Game Manager will be integral in assisting and fostering our domestic referees on competition nights, ensuring the development of referees in our Association. Providing coaching and guidance to all referees and facilitating progression of representative referees, ensuring our officials are provided every opportunity for skills development and advancement.

KEY ACCOUNTABILITIES

- Monitor the Referee Roster for each night that you are responsible for
- Communicate to Referees regarding their availability and rostered games
- Be present 15 minutes before the start of all games to ensure ipads are loaded and ready for scorebench
- Ensure all players have a current registration and discuss remediation with players who are not registered (in a private and respectful manner)
- Ensure no offending jewellery is worn by players, and mentor referees to enforce this
- Uphold and enforce the uniform policy

- Ensure only players and coaching staff are on the players benches
- Upholding spectator, player and coach zero tolerance policy
- Liaising with referees and score table officials/volunteers to ensure all games run in a timely manner and provide advice in challenging situations
- Provide coaching and guidance to junior referees, both verbal and through reference material
- Ensure referees always present themselves in a professional manner.
- Ensure all referees abide by the code of conduct
- Conduct regular referee evaluations
- Ensure accurate referee game documentation to support correct payments by the finance officer.
- Assist referees in compiling and submitting incident or grievance reports if required
- Develop a positive culture of professionalism, proactive communication and respect for officials
- Ensure the technical room and PMBA office is left in a tidy and professional manner.
- Provide First Aid if required.

KEY RELATIONSHIPS

WHO	WHY
Referees	Liaising to ensure they know their game times and that games start on time.
Score Table Officials	Ensuring that all games have adequately qualified officials and that games are run on time.
Technical Education Officer	Liaising with Technical Education Officer to ensure up to date education of game rules and disciplinary procedures.
Players	Creating a safe playing venue and upholding behavioural codes of conduct.

POSITION DIMENSIONS

Reporting Line:

Reporting To: PMBA Technical Education Officer, PMBA Finance, Competitions Coordinator

Indirect Reports: Members with an interest in refereeing

Financial delegation: Nil

Budget/Expenditure: Nil





Workload Expectations: Weekly administration tasks, Presence at Stadium for every weeknight employed to cover (availability required 4pm-10pm). Potential for weekend work as competitions expand. Shifts approximately 6 hours. Opportunity to indicate availability and preferred days.

ESSENTIAL REQUIREMENTS

1. Be over 18 years of age
2. Must be at least Level 0 Referee Coach (and maintain qualifications)
3. Must have a sound and current knowledge of rules and interpretations.
4. Must hold current First Aid Certificate
5. **Must hold a valid NSW Working With Children Check (WWCC)**

CAPABILITIES

Below is the full list of capabilities for this role as per the [NSW Public Sector Capability Framework](#).

CAPABILITY GROUP	NAME
 Personal Attributes	Display Resilience and Courage
	Act with Integrity
	Manage Self
	Value Diversity
 Relationships	Communicate Effectively
	Work Collaboratively
	Influence and Negotiate
 Results	Think and Solve Problems
 Business Enablers	Technology