

Position Descriptions
Moss Vale and District Basketball Association Inc.

Suggest all plans be based on 3 to 5 years, combined and reviewed annually (minimum) as a basis for the association ongoing development plan.

We are well into the electronic age. Suggest all correspondence and documentation developed during your time as Board member be stored electronically and backed up by the Secretary on Association system at least every 6 months. The association will provide a transportable memory device if required and can be passed onto incoming Board members of the same portfolio. Please store chronologically.

Accountabilities

Common to all Board Members.

Ensure compliance with;

- MVDBAI Constitution, Mission Statement and local rules, fair and consistently and without favor
- All legal Acts and requirements pursuant to the running of an incorporated not for profit sporting body
 - Incorporation Act
 - Child Protection Act
 - Antidiscrimination Act
 - OH&S Act
 - Fair Work Australia Act
 - Privacy Act
 - Taxation Laws
 - ETC?
- Comply with all reasonable requirements of governing associations, i.e. Basketball NSW and Basketball Australia
- Accountable to the members of the association
- Ensure effective management, maintenance and security of the Association assets
- Assist other Board members, as required, to ensure the successful running of the association
- Attend functions as required by the association and support authorized activities of the association
- Represent the Association in a Positive and Professional Manner
- No association member has the right to hold association funds, all funds must be kept in the safe or with the treasurer for banking.

Patron

- Promotes, protects and supports the interests Moss Vale & District Basketball Association inc. and Basketball in general.
- Supports, offers guidance/encouragement and ideas to the Board and Committees
- Supports and offers guidance/encouragement to the players and officials

President, (Visionary, Executive)

Accountabilities

Responsibilities

- Toughest Job in the world, Manage, care for, develop, encourage, protect Volunteers, contractors and employees
- Oversee the operations of the organization to ensure viability and development
- Control finances
- Attend and Chair Meetings as required by the Constitution

- Provide Monthly and Annual reports to the Board
- Represent the Association in a Positive and Professional Manner
- Encourage innovation and development of the association and it's members
- Support and encourage the pursuance of the association's "Mission Statement"
- Ensure all contactor and or direct employees are suitably qualified and insured to carry out their tasks and protect the association
- Custodian of Child Protection Act documentation
- Ensure maintenance of Canteen Contract, define and administer.
- Ensure maintenance of Cleaning Contract
- Ensure maintenance of association insurance requirements
- Ensure maintenance of garbage collection requirements
- Ensure effective management, maintenance and security of the Association assets, deeds and records.
- Develop a positive, innovative, strong and cohesive working team of the Board, support and direct as required
- Assist other Board members, as required, to ensure the successful running of the association
- Oversee **Public Officer** duties compliance as defined in Incorporation Act.
- Ensure the security of the stadium and provide access as required

Treasurer (Executive)

Accountabilities

Responsibilities

- **Maintain accurate and auditable financial records of the association, ensure audits completed, as required, and presented to the Board. Electronic would be an advantage.**
- Ensure budgets are set, outlining history, predicted expenditures, income and balances and present to the Board.
- Ensure all appropriate invoices and receipts are issued and met
- Maintain suitable insurance cover for the association
- Maintain contract for pick up of garbage
- Ensure cleaning supplies are purchased and maintained
- Endeavour to reduce costs and maximize operating excess by legal, innovative and secure management of association funds, as ratified by the Board
- Attend meetings and provide accurate monthly and annual reports on income and expenses and pay accounts as approved by the Board
- Custodian of key to the safe
- Ensure the security of the stadium and provide access as required
- Oversee **Sponsorship coordinator** activities
 - Formulate and Maintain fair, well presented and reasonable Sponsorship packages detailing costs, benefits (Association and Sponsor), obligations of sponsor and association, history of association, development plans etc
 - Actively pursue sponsors and comply with package requirements and commitments
 - Provide innovative methods of promoting basketball and the association and the benefits of partnering the association
 - Ensure all invoices and receipts are issued and met
 - Communicate with the sponsors, Board, stakeholders and members regarding sponsors and sponsorships activities
 - Maintain accurate records of activities regarding sponsorships
 - Report activities to the Board

- Oversee Financial Director/committee's activities and records
- Authorise emergency expenditure and ensure ratification by the Board
- Assist other Board members, as required, to ensure the successful running of the association
- Actively pursue Government grants and cash back initiatives

Association Secretary (Executive)

Accountabilities

Responsibilities

- Ensure the efficient operation of the office, Attach Office Duties list.
- Define duties, recommend appointment and oversee the performance of the Administration Assistant/Court Supervisor
- Define duties, recommend appointment and oversee the performance of the cleaning contractor
- Maintain all correspondence and records of the association
- Attend meetings, provide reports as required, take minutes and distribute, provide agenda (including compulsory agenda items) for consideration of the Board. Produce and annual report with the assistance of other Board members.
- Assist in the application for grants and financial assistance
- Maintain communications with cleaning and canteen contractors for events and activities at the stadium
- Custodian of a Safe Key
- Oversee the operation of the Association WEB site; define its activities, limitations and requirements. Ensure current passwords/codes are secure and known.
- Maintain effect communications with the Board, members and appropriate stakeholders of the association.
- Assist other Board members, as required, to ensure the successful running of the association
- Maintain effective and appropriate use and security of association internet activities; ensure current passwords/codes are secure and known.
- Ensure the security of the stadium and provide access as required
- Maintain member accessibility to Constitution, Local Rules, form etc

1 Director

Portfolio's including;

Representative to Barrengarry, NSW etc as required???

Senior Competition Director

Accountabilities

Responsibilities

Match Committee

Senior Competition

- Formulate, develop and action a senior competition development plan, set goals. Present to Board.
- Present the Board with monthly and annual reports including progress in line with development plan.
- Develop a committee, duties to include but not limited to.

Chairperson/Committee Duties

MOST OF THESE DUTIES ARE SHARED WITH THE MEMBERS OF THE COMMITTEE

- Follow the Association Rules, Policy and Constitution. Be familiar with all.
- Chair Committee Meetings, take motions, discussions, resolutions, recommendations and **decisions**.
- Plan ahead. Formulate a list of compulsory meeting topics to be covered over the year and coordinate with the topics of the Board. Recommendations are to be with the Board 1 week before the meetings, therefore decisions made by the Committee that need ratification by the Board, must be planned & decided one month ahead of Board agenda.
- Assist with conducting senior or junior games
- Represent Committee or liaise with Director on Board
- Liaise with Committee Secretary re registrations, meetings, duty rosters, etc.
- Liaise with Referee co-ordinator, or if none, arrange suitable officiating
- Liaise with Representative co-ordinator, or if none, arrange suitable officiating, coaches, oversee representative teams and their organisation. Make recommendations to the Board for Representative funding.
- Arrange suitable representative uniforms; refer to Board for suitability and authority to spend.
- Assist with conducting of games on representative days and on carnival weekends
- Assist with organising officials training and development
- Assist with competition draws
- Assist with day to day interpretation of rules, or refer to committee or Board
- Ensure future of Association by innovative administration of competition rules and format, and the committee, to keep pace with requirements
- Actively participate in fund raising for committee initiatives, representative program and association. All fundraising must be notified to the Director or Treasurer. All funds must pass through the books.
- Promote Basketball in a positive and enthusiastic manner
- Assist with maintenance of Association facilities to ensure they are presented in an acceptable standard, protecting the investment of the members
- Committee duty person to assist with stadium cleaning after games if required.
- Committee to assist with canteen if required.
- Assist with major functions e.g. NBL preseason games.
- The committee does not have the authority to spend or adjust charges without Board approval.
- Operate in a legal, professional manner, in line with OH&S and statutory requirements.

Junior Competition Director

Accountabilities

Responsibilities

- Formulate, develop and action a junior competition development plan, set goals. Present to Board.
- Present the Board with monthly and annual reports including progress in line with development plan.
- Develop a committee, duties to include but not limited to.

Chairperson/Committee Duties

MOST OF THESE DUTIES ARE SHARED WITH THE MEMBERS OF THE COMMITTEE

- Follow the Association Rules, Policy and Constitution. Be familiar with all.
- Chair Committee Meetings, take motions, discussions, resolutions, recommendations and **decisions**.
- Plan ahead. Formulate a list of compulsory meeting topics to be covered over the year and coordinate with the topics of the Board. Recommendations are to be with the Board 1 week before the meetings, therefore decisions made by the Committee that need ratification by the Board, must be planned & decided one month ahead of Board agenda.
- Assist with conducting senior or junior games
- Represent Committee or liaise with Director on Board
- Liaise with Committee Secretary re registrations, meetings, duty rosters, etc.
- Liaise with Referee co-ordinator, or if none, arrange suitable officiating
- Liaise with Representative co-ordinator, or if none, arrange suitable officiating, coaches, oversee representative teams and their organisation. Make recommendations to the Board for Representative funding.
- Arrange suitable representative uniforms; refer to Board for suitability and authority to spend.
- Assist with conducting of games on representative days and on carnival weekends
- Assist with organising officials training and development
- Assist with competition draws
- Assist with day to day interpretation of rules, or refer to committee or Board
- Ensure future of Association by innovative administration of competition rules and format, and the committee, to keep pace with requirements
- Actively participate in fund raising for committee initiatives, representative program and association. All fundraising must be notified to the Director or Treasurer. All funds must pass through the books.
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- Committee duty person to assist with stadium cleaning after games if required.
- Committee to assist with canteen if required.
- Assist with major functions e.g. NBL preseason games.
- The committee does not have the authority to spend or adjust charges without Board approval.
- Operate in a legal, professional manner, in line with OH&S and statutory requirements.

Development and Representative Director

Accountabilities

Responsibilities

- Formulate, develop and action a development and representative plan, set goals. Present to Board.
- Present the Board with monthly and annual reports including progress in line with development plan.
- Refine Coaches duties and representative requirements
- Ensure compliance with all representative team rules and regulations
- Advertise/Recruit coaches, encourage training and development to improve their skills.
- Ensure coaches meet minimum requirements, including qualifications to protect the players and the association
- Ensure player financial and other requirements are met

- Ensure Coaches requirements are met
- Ensure association requirements are met
- Determine Financial requirements of program and ensure they are met with minimum cost to association, or as approved by the Board.
- Ensure coaches and managers are registered, Association pay for non playing coaches and managers.
- Actively and repeatedly Encourage players and officials to contribute back to the association programs and development
- Develop a committee, duties to include but not limited to.

Coaches

- Fun, Enthusiasm, Commitment, Success, Learning, Development and Respect are all important qualities and are expected in the player and in a COACH!
- Ensure all adults, coaches, managers, referees, bench people, transporters have complied with the Child Protection Act paperwork.
- If you are not qualified pursue a course through the Representative co-ordinator
- Select your squad
- Sponsorships or Donations to Team or Program must comply with Association Guidelines.
- Select training time and book it with the office
- Plan your sessions and plan goals for individuals and team
- Select your team
- Select a Manager, probably require recruiting from the parents
- In conjunction with Manager, notify, in writing, all members and parents, of their playing, training, financial, transport commitments where possible. Parents must be solicited to assist with transport!
- In conjunction with Manager, ensure all financial obligations are met by players. Representative Levy, travel, accommodation and door fees are the responsibility of the players.
- Ensure you have a referee.
- Arrange with other coaches to share ideas and participate in each others sessions.
- Join with other coaches to plan a common series of drills, offences, defences, etc to develop through all age groups, as per attached recommendations. Use common terms and names to avoid confusion
- **Always remain positive and promote good sportsmanship, behave professionally and to the rules.**
- **Comply with Child Protection, Sexual Harassment, Anti-Discrimination etc Acts and Policies.**
- Frequently check with players etc that they are available for games, parents available to transport, how team and individual goals are going etc.
- After games produce a brief press report, involve players and parents.
- Actively pursue sponsorships of team and association, along association guidelines.
- Liaise with your chairperson for any requirements or assistance. Keep them informed of arrangements in case they are asked by others.
- At the end of the program check with players and officials for their opinions and to see if individual and team goals were achieved, if not why? For future reference.
- At the end of your program produce a brief report on the successes and failures of the year for the Board, photos are always appreciated. Not more than one page.
- Finally join with your manager, sit back, relax, reflect on your successes and failures and have a quiet drink, You deserve it!

Manager

- Assist coach as required.
- Ensure transport is arranged for all players and officials.
- If accommodation is required ensure all players, officials and transporters are considered and all are aware of costs. Book early, other teams are looking for accommodation too!
- As games approach arrange uniforms, 2 balls (inflated), bag, First Aid kit (stocked), alternative uniforms, if available. Ensure you have at least one, better two, competent bench officials and they are aware of their requirements.
- Ensure scoresheets are completed before the game and copies obtained after the game.
- Assist players with uniforms, fluids, injuries, strapping etc. at games
- **Before leaving the venue ensure all equipment and uniforms are collected, don't let players take anything home.**
- Assist coach with press report.
- Always remain positive and promote good sportsmanship.
- At some stage of the year arrange a team photograph.
- **Uniforms** are to be signed out of the office and signed back in. Uniforms are to be laundered and all equipment returned within a week (**Balls MONDAY** as some other teams may require them). **Do Not keep uniforms for the whole season.** They are to be laundered in cold wash and not tumble dried. Wash all, even spares, together so they wear the same. Report all damage/loss.
- Players are not to wear uniforms and warm up tops, etc outside of games to protect the asset.
- Arrange with office to have replaced any First Aid equipment used.
- Assist Office by chasing up outstanding fees and charges to avoid embarrassing money problems, keep accurate records of payments for issue of receipts.
- Promote good team presentation by controlling association uniforms, warm up tops, track suits if applicable. All rates and charges will be set by the Board in consultation.
- Ensure all paperwork required by NSW is complete and forwarded. (SBL)
- Ensure appropriate supper available for teams (SBL)
- Ensure scoretable, floor wipers, doorperson etc etc avail for home games (SBL)
- No one has the right to use Association Logo's, letterheads etc without Board approval.
- These are not all duties that may arise through the course of the program but are drawn from good and not so good experiences of the past. You will gain a lot of pleasure and friendships from your participation in our sport, there is always someone to help or offer advice. GOOD LUCK and here's to many successes and a long future.

State League

- Generally operates as a different entity to other representative teams
- Guidelines include but not limited to;
 - One professional player as approved by the Board and contractual arrangements
 - Max 2 players who don't hold primary registration and play in local domestic competition, unless balance of squad (12) cannot be filled by local players and then only with the approval of the board.
 - Fund raising events and sponsors specifically for SBL are acceptable with the approval of the Board
 - Coaches and Managers must be advertised, applied for and approved by the Board as per the other representative programs
 - All SBL requirements are to be met

Referees Director

Accountabilities

Responsibilities

Development and management

Responsible Executive's duties.

- Ensure recording of referee's games, prepare account for the Board for payment, and conduct banking as required.
- Ensure bank account maintained and current passwords are secure and known. Second signatory required.
- Ensure correct payments to referees are made.

Director's duties

- Formulate, develop and action a referee development plan, set goals. Present to Board.
- Represent referees on the Board with monthly and annual reports including progress in line with development plan.
- Ensure referees registration is correct and maintained.
- Assist with preparing fair and suitable referee's roster to encourage and develop referees, including juniors, and appropriate coverage for games.
- Ensure rosters are posted on notice boards and in newspapers.
- Assist with interpretation of rules, local and FIBA.
- Assist committees with interpretation and enforcing of rules.
- Recruit referee coaches, organise training and development
- Appoint Referee Coaches for referee development, education and training.
- Coordinate/arrange and/or run of referee courses, min one per year.
- Develop a program to ensure representative teams requirements are met
- Ensure representative teams have appropriate referees, assist with arrangements of referees for representative teams.
- Co-ordinate, as required, with Conference and State Referees Convenors.
- Coordinate/Assist with referee evaluation and re-grading within your authority.
- Encourage and assist referees where possible.
- Assist with purchasing referee's equipment if required.
- Assist with rostering referees for games outside the Association if requested e.g. ISA, Illawarra academy, State training etc.
- Chair Referee's meetings as required, encourage formation of committee or support group.

Publicity Director

Accountabilities

Responsibilities

- Formulate, develop and action a publicity development plan, set goals. Present to Board.
- Present the Board with monthly and annual reports including progress in line with development plan.

Financials and Fundraising Director

Accountabilities

Responsibilities

- Formulate, develop and action a fundraising development plan, set goals. Present to Board.
- Present the Board with monthly and annual reports including progress in line with development plan.

Judiciary Director

Accountabilities

Responsibilities

- Recruit Judiciary team, prior to Annual General Meeting if possible.
- Ensure sufficient information on protocols and procedures are provided to members in a timely manner.
- Organise meetings as required
- Ensure all procedures, notices, ,protocols are complied with as per NSW Basketball Judiciary requirements.