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| **Job Title:** | **Referee Administrator & Game Day Manager** | |
| **Job Type:** | Full-Time, 38 hours per week | |
| **Reports to:** | Competitions & Participations Manager | |
| **Direct Reports:** | Volunteer referees & NBL1 Volunteers and referee supervisors, Team Managers | |
| **Key Relationships** | **Internal** | **External** |
| * SWMBI staff:   *Competitions Manager*  *General Manager*   * Jnr Club Delegates * Referee & Venue Supervisors * Volunteers * Team Managers | * BQ * BA * Other Associations * Schools |
| **SWM Operational Objectives:** | * Increase stakeholder engagement & inclusion * Increase customer satisfaction * Operational viability (SWM & HSM) * Expense reduction & revenue growth projects | |
| **SWM Values:** | * Community * Connection | * Care * Collaboration |
| **Position Purpose:** | To coordinate and oversee the smooth running of our referee program with a view to growing participation, increase retention and deliver development pathways, while advocating the culture and values set out by South West Metro Basketball.  Manage administrative operations for QSL, QSLYL, SQJBC including pre & post-game BQ submissions, SWM SQJBC Junior trials administration, direct execution of uniform and management items for each SQJBC, QSL & NBL1 Team. Oversee the smooth running of Game Days for those competitions including attending those events. Liaise with Basketball Queensland, SWM Team Managers, Coaching director and GM.  Participate in the execution of NBL1 Game Days including Bar management, venue set-up co-ordination and other operational tasks as needed. | |
| **Responsibilities:** | * Ensure referees are rostered in advance for each competition night (Juniors, Senior Men & Women). Facilitate any changes to these rosters in a timely manner. * Recruit, coordinate and roster referee coaches, overseeing their roles in mentoring our referees. * Coordinate regular referee accreditation courses. * Working with referee educators to share feedback and assessment of referees for their ongoing development. * Manage the development and assessment of referees for signing off on accredited levels. * Recruit and roster referees to officiate SQJBC home games, and the coordination of supervision / education at these fixtures. * Ensuring referees and supervisors uphold required level of professionalism, and appropriately address any related issues * Maintain an up-to-date database and history of all referees and educators within the association. * Attend all SQJBC, QSL, QSLYL Game days as the Court Controller * Completion of admin duties regarding SQJBC, QSL & QSLYL; Team and player registrations, communication with managers regarding unfinancial players, liaise with BQ regarding SQJBC & QSL Court availability for those competitions. Process Basketball Connect compliance within these competitions. * Ensure complete compliance with deadlines set by Governing Body. * Oversee delivery of representative programs in consultation with GM and senior staff * Act as delegate for junior representative programs including SQJBC, Junior State Championships, Australian Championships * Act as a delegate for QSL Representative programs including QSL & QSLYL * Liaise with BQ and BA to implement applicable rules, standards and systems. * Other duties from time-to-time as directed by the Competitions Manger or GM | |
| **Key Performance Indicators & Expectations:** | * Referee membership – actively drive SWMBI strategic objective of increasing recruitment and retention of referees. * Increasing referee capabilities – maximise the number of SWMBI referees progressing through accreditation pathways. * Effectively perform role as Court Controller for Basketball Queensland run competitions. Including navigating through issues and conflict that may arise in a positive manner. * Development of referee education and recruitment strategies then implementing/reviewing these plans. * Increasing quantity and capability of referee coaches within the association. * Improve processes in administrative tasks across all aspects of the role. * Regular coordination of referee accreditation, and other related courses. * Ensuring regular promotion, recognition and key information about our referee program is shared amongst the community through various communication channels. * Conducting activities, events and programs that generate development culture, recognition and inclusion for our officials. * Engagement of external parties to provide further development opportunities for referees. * Effectively engage with referees and club officials/players, navigating through issues and conflict that may arise in a positive manner. | |
| **Competencies and Experience:** | * Minimum Level 1 Referee Coach or demonstrated excellent skills in people and/or project management with a willingness to gain accreditation. * Knowledge of Basketball rules and refereeing of the sport. * Solution orientated problem solver with a proactive approach and proven initiative. * Excellent planning and organisational skills. * Advanced interpersonal, written and oral communication skills. * Excellent time management. * Able to work effectively both autonomously and within a team | |
| **Qualifications:** | * Referee Coach accreditation, or an ability to gain one * Current Blue Card * First Aid * RSA (Responsible Service of Alcohol) | |
| **Employment Conditions** | * 38 hours per week * *Additional hours may be required only when fair and reasonable (time in lieu policy is in place)* * Six (6) month probationary period after which a performance review will be held to determine if role will proceed to permanent. | |
| **Remuneration:** | * 4 weeks paid annual leave per annum * Salary: $55,000 | |
| **Location role based at:** | Hibiscus Stadium, Klumpp Rd, Upper Mt Gravatt  Some travel to other SWMBI competition venues may be required | |
| **Last updated:** | April 2025 | |