

Basketball Tasmania

Match Manager - Position Description

Position Reports to	Competition and Events Officer
Location	Various venues utilised by Basketball Tasmania
Work Hours and Conditions of Employment	<ul style="list-style-type: none"> Hours will vary depending on venue and tournament size
Remuneration	\$20 per hour, paid via direct deposit
Position Responsibilities	<ul style="list-style-type: none"> Arrive 30 mins before scheduled games are about to start and check in with fellow staff, manager Check iPads and ensure they are charged and ready with the correct games showing (synced) Make sure stadium lights are on Ensure correct ball sizes are prepared for games, and they are of correct pressure Take iPads, foul pads and medical supplies (when necessary) to courts ready for play Set game clocks Ensure good pregame and time management behaviour e.g., teams sit on correct sides, teams do not sit in the sub box Make sure the correct amount of people are doing score bench – 3-4 depending on requirements Prior to the commencement of play, identify if possible, any games that you may need to watch closely Monitor all courts with games at your venue after commencement of games Check referees are ready for their games and support where required Check players are in correct uniforms as per by-laws e.g., no pockets and FIBA equipment rules Make sure clock rules are being followed correctly Keep the game zones at the end of the courts clear Monitor player, spectator, and coach behaviour Answer coach, referee, spectator questions when posed; <ul style="list-style-type: none"> If of a medical, hazard, safety, or other concern attempt to address, or seek further advice if required A spectator or parent wishing to provide feedback or make a complaint must follow the official communication process – First contact point is their coach Coaches may approach Match Managers to address potential concerns 'in game' – Post game, these must be done via the communication process. Ability to refer to Basketball Tasmania Game Day portal for recording of any incidents or misconduct At the end of the final game on each court, ensure all equipment is returned and secured in office Ensure all games on iPads have been synced and uploaded

	<ul style="list-style-type: none"> · Ensure the correct number of balls have been returned to the tubs at the end of play · Attend development and upskilling sessions provided by Basketball Tasmania.
Selection Criteria - Essential	<ul style="list-style-type: none"> · Excellent communication skill and ability to sell the sport of basketball · Ability to work autonomously · Ability to work in high pressure situations · Ability to deal with confrontation and achieve the correct outcome according to the Basketball Tasmania By Laws and game rules · Current Working with Vulnerable People card · Possess strong proactive communication skills, both verbal and written, with the capacity to communicate information and recommendations accurately, clearly and succinctly · Possess strong interpersonal skills and the ability to work with a diverse range of people · Proven ability to work as a part of a team to deliver outcomes · Excellent time management skills · Ability to facilitate and mediate positive solutions to conflict and grievance issues
Selection Criteria - Desirable	<ul style="list-style-type: none"> · Demonstrates knowledge and experience in Basketball · Demonstrated experience in a not for profit or similar organisation · Intermediate level of computer skills in GameDay, PlayHQ, Courtside, Microsoft Word, Excel and Outlook or the capacity to rapidly acquire competency · Possess strong relationship management skills and the ability to work with a diverse range of stakeholders · First Aid Certificate · Driver's Licence
Applications to	lanai.morrison@basketballtas.com.au