



## Referee Administrator Position Description

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<b>JOB TITLE</b>	Referee Administrator
<b>DATE</b>	27 <sup>th</sup> July 2021
<b>TYPE</b>	Part Time Employee
<b>REPORTS TO</b>	General Manager

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### Organisational Context

#### Southern Peninsula Basketball Association

The Southern Peninsula Basketball Association (SPBA) is the largest not-for-profit sporting organisation on the Mornington Peninsula. Our objective is to administer the sport of basketball from Mornington to Sorrento. Providing an avenue for its players, coaches, officials and administrators to participate and develop through organised competitions and development programs.

Southern Peninsula Basketball Association represents our members of all skill levels, abilities and ages. We provide a range of services, including competitions, development programs, high performance programs and further development opportunities for our players, coaches, referees, administrators and volunteers. We pride ourselves on our community involvement in the wider Mornington Peninsula region. These services/programs focus on providing development opportunities in a fun, safe and engaging environment. SPBA operates across multiple venues, including Dromana, Rosebud & Sorrento.

Southern Peninsula Basketball Association is governed by a Board of Management primarily elected by the members and it holds affiliation and accreditation with Basketball Victoria.

Further information about Southern Peninsula Basketball Association, its programs and services are available on the Southern Peninsula Basketball Association website at [www.sthpen.com.au](http://www.sthpen.com.au).



03 5981 0347



Dromana Basketball Stadium  
Old White Hill Road, Dromana  
Hillview Stadium  
Boneo Road, Rosebud



[www.sthpen.com.au](http://www.sthpen.com.au)  
PO Box 122 Dromana, 3936



## **Our Values**

### **We are RESPECTFUL**

We show respect to every person and organisation (both internally and externally) that we interact with. Our respectful behaviour earns the respect of others for all that we do as individuals and as an Association.

### **We are INCLUSIVE**

We are welcoming to all supporters, players, coaches and other stakeholders from any background and have a commitment to positively contributing to the Community.

### **We act with INTEGRITY**

We are honest and genuine in all dealings, champion good sportsmanship, and foster a safe, fair and inclusive environment for all involved.

### **We are PROFESSIONAL**

We undertake every task professionally, innovatively and in line with industry best practice.

### **We are ACCOUNTABLE**

We continually pursue higher standards of governance and work with stakeholders to adopt best practice across the sport of basketball and the Mornington Peninsula region.

### **We are PROGRESSIVE**

We always have an eye to the future and seek ways that we can be better, both on and off the court. The SPBA must have a progressive and innovative mindset to rise with the times.



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## Purpose

The Referee Administrator plays an integral part to maintaining and developing our Referee Program alongside our Referee Advisor.

The SPBA has five pillars to our Association which represent our strategic goals. The main pillars for this position are Basketball Operations and Engagement/Participation.

Our Association is based on providing basketball opportunities for everyone, where we value all members, encourage diversity and celebrate our shared love of basketball. This position is critical to driving this culture within the Referee Program at SPBA.

The Referee Administrator will work alongside our Referee Advisor and Operations Team to achieve the objectives of the SPBA Strategic Plan.

## Key Responsibilities

- Roster referees and supervisors to all domestic and VJBL games
- Roster referees to all Big V practice games
- Ensure all referees are registered and are compliant with regulations and policies
- Lead the preparation of referee registrations and rosters for the SPBA Tournament
- Order supplies for referee based activities
- Respond to player/team complaints about officials in conjunction with the Referee Advisor, and communicate the outcome of these dealings to officials and teams.
- Communicate on behalf of the Referee Advisor

### *Planning & Evaluation*

- Monitor and evaluate the SPBA Strategic Plan, Annual Work Plans and Performance Indicators related to competition based activities
- Summarise all Referee Program growth and performance objectives and make recommendations for future improvement.



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The General Manager will at times need to direct Staff members to undertake various roles that are outside their Position Description. It is an understanding of accepting this role that you also accept that at times reasonable requests will be made.

## Inclusion

SPBA has a commitment towards the inclusion of all members of the community across all facets of our sport. SPBA recognises the influence and impact sport has on the wider community and encourages participation from the wider community regardless of age, race, religion, or disability.

This role allows work to be done predominately remotely at the employee's discretion.

## Selection Criteria

All offers of employment are subject to satisfactory proof of eligibility to work in Australia, reference checks and a Working with Children Check. All applicants must have a current Victorian Driver's License. The role includes some local travel, as well as occasional evening and weekend work.

## Essential

- Highly organised with the ability to be self-motivated, responsive and flexible in an environment with time pressures and multiple priorities
- Highly developed interpersonal skills with the ability to communicate with all members of the Basketball community
- Ability to maintain confidentiality and accept responsibility
- Ability to represent Basketball in a professional and respectable manner
- The willingness to commit to the inclusion of all members of our culturally diverse community in the sport of Basketball
- Highly developed written and verbal communication skills with high attention to detail and influencing and negotiating skills
- Strong administration skills
- Intermediate computer skills across all Microsoft Office programs



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- Customer service focused – committed to providing customer service across all channels  
– written, phone and face to face
- Positive approach to change and growth.

### **Desirable**

- Officiating experience
- Experience using the platform “Refbook”
- Understanding of basketball or the broader sports sector in Australia.
- The ability to analyse data and make recommendations for future improvement.

### **Key Performance Indicators**

- All games being adequately rostered with suitably skilled officials and supervisors
- Year by year growth in the representation of SPBA officials participating at Basketball Victoria Country events
- Development of culture within the Referee Program
- Retention and growth of referees within the program.



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## ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

## SIGNED BY YOU

.....

Employee

.....

Date

## SIGNED BY MANAGEMENT

.....

Manager

.....

Date



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