



Team Manager Position Description

JOB TITLE	Team Manager, Southern Peninsula Sharks representative team
DATE	1 August 2026
TYPE	Volunteer team support appointment
REPORTS TO	Pathways Administrator

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.



03 5981 0347



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



www.sthpen.com.au
PO Box 122 Dromana, 3936



Our Values

We are RESPECTFUL

We show admiration and consideration for abilities, qualities, achievement and cultures of each other and the broader community. Our respectful behaviour earns the respect of others for all that we do as individuals and as an Association.

We are INCLUSIVE

We provide a program that involves all of our community, regardless of background or ability. In conjunction with a culture that is fun, healthy and accessible.

We are TRUSTWORTHY

We operate with integrity, honesty and empathy in the willingness to accept and support a cohesive team culture.

We foster ENJOYMENT

We provide a positive environment that brings joy to the community within a social, safe and fun setting.

We drive EXCELLENCE

We constantly look for ways to improve and inspire success whilst providing diverse opportunities and aspiring to achieve the highest quality.

Purpose

The Team Manager is the operational and administrative anchor of the team. The role handles communication, logistics, match-day administration and compliance so that the coaching staff can focus on coaching and player development. The Team Manager is a central point of contact between the team, its families and SPBA.

The role is delivered consistently with SPBA's expectations, values and child safeguarding obligations regardless of the team.



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Key Responsibilities

- Act as the primary communication link between the coaching staff, players, parents or guardians, and SPBA
- Distribute fixtures, training times, venue details and event information promptly and clearly
- Manage team registrations, player availability, team sheets and match-day administration
- Coordinate uniforms, equipment and general team logistics
- Ensure required documentation is complete and current
- Support travel and logistics arrangements for away fixtures
- Maintain accurate team records and communicate through SPBA's approved channels
- Escalate operational issues, family concerns and any safeguarding matters to the appropriate SPBA contact
- Support the coaching staff and the Basketball Operations team as required

Child Safety and Wellbeing

Southern Peninsula Basketball Association is a child safe organisation with zero tolerance for child abuse and neglect. This is a child-related position, delivered in line with Basketball Victoria's Child Safeguarding Policy, the Child Safe Practices and Basketball Australia's National Integrity Framework. SPBA's representative teams include athletes under 18 across both the junior and senior programs, so child safety is a core responsibility of this role rather than an incidental one.

The person appointed must:

- Hold a current Victorian Working with Children Check at all times and complete SPBA's child safety induction. The appointment cannot commence or continue without a valid Check.
- Work within the scope of the role and maintain appropriate professional boundaries, avoiding favouritism, gifts, private social contact, and one-to-one unobserved contact with any athlete under 18.



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- Communicate through parents or guardians and SPBA's approved channels, copying in SPBA and a parent or guardian - never private phone, social media or messaging - and never ask a child to keep communication secret.
- Ensure children are actively supervised, and that any physical contact, change-room, transport and overnight arrangements meet the Child Safe Practices.
- Use positive, respectful language and behaviour management. Never use physical punishment, or supply alcohol, tobacco, vapes, other drugs or unauthorised medication to a child.
- Photograph or film children only where directly related to their participation, appropriately, and with the required approvals.
- Act immediately on any concern, disclosure or allegation in line with the Child Safeguarding policy.

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.

Selection Criteria

All offers are subject to reference checks and a Working with Children Check.

Essential

- Strong organisational skills and attention to detail
- Clear, timely and respectful communication with players, families, team staff and officials
- Reliability and the ability to manage competing priorities across a season
- Confidence using digital tools and platforms such as Team App
- Driven by strong ethics and values; open, honest and accountable for their actions
- A willingness to commit to the inclusion of all members of our culturally diverse community in the sport of basketball
- A current Victorian Driver's Licence

Desirable



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- Familiarity with basketball
- Prior team management or team administration experience

Measures of Success

- The team runs smoothly off-court and families are well informed throughout the season
- Administration, registration and compliance requirements are complete and on time
- A positive, respectful communication culture within the team
- Coaching staff are freed to focus on coaching and player development

Time Commitment

Season timing varies by stream and competition. As a guide, the role involves a few hours per week during the season for communication and administration, with additional time on match days and during the registration and pre-season period. Away fixtures involve additional travel time.

Applicants should consider this commitment carefully. Where circumstances limit availability at particular points in the season, this can be discussed with the Team Head Coach and accommodated where possible.

What SPBA Provides

- Recognition of the role, with an honorarium payable where applicable, to be determined for the appointment
- Sharks team apparel
- Administrative and operational support through the Basketball Operations team
- Access to SPBA's competition and communication platforms
- A child safety induction and ongoing support
- Access to a range of benefits including 40% off New Balance
- Insurance coverage under the Basketball Australia national insurance program



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Appointment and Review

The duration of the appointment will be determined with the successful applicant.

A review is conducted with the Team Head Coach and Basketball Operations at the end of each season, covering the role's contribution against the Measures of Success and the Team Manager's interest in continuing. Reappointment is at SPBA's discretion and is not automatic.



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