



# POSITION DESCRIPTION

<b>Position Title</b>	<b>Date</b>
Court Supervisor	30 September 2020
<b>Reports To</b>	<b>Authorised By</b>
General Manager	General Manager
<b>Direct Reports</b>	
Scoretable officials	
<b>Key Relationships</b>	
Internal: General Manager, Competitions & Events Manager, Competitions Administrator, Head of Officials, Officials, Club Representatives, Players, Volunteers and Supporters External: Venue operators, Sports Med officials.	

## Overall Purpose of Position

The Court Supervisor's role is to oversee and manage all aspects of game day administration, including but not limited to:

- set up and pack down of game day equipment
- collection of fees as required
- managing game day officials as required
- management of players, coaches, volunteers & spectators in accordance with relevant competition rules, by-laws and other governing documents such as BQ Codes of Conduct.

## Duties and Responsibilities

- ⇒ Ensure own knowledge of rules and by-laws is current
- ⇒ Roster scoretable officials for competition fixtures
- ⇒ Be present during all games on designated fixtures
- ⇒ Set up equipment and all required documents
- ⇒ Ensure teams have paid game fees before start of game
- ⇒ Assist teams and players to access online services such as registration
- ⇒ Finalise all referee and scoretable staff wages at the end of each night
- ⇒ Collate match reports and send to Competitions Officer
- ⇒ Store all equipment correctly at the end of the night
- ⇒ Ensure game clocks are reset and games start on time
- ⇒ Ensure teams vacate team benches immediately following their games
- ⇒ Develop, mentor and educate scoretable staff according to agreed processes
- ⇒ Ensure scoretable adhere to agreed standards of dress and professionalism
- ⇒ Manage issues and incidents that arise during games
- ⇒ Complete official payments sheet and team game fee sheet
- ⇒ Ensure relevant report forms are completed according to agreed processes
- ⇒ Ensure that players are not added to scoring module unless eligible to play
- ⇒ Manage and educate players and supporters during games
- ⇒ Communicate and distribute relevant information to referees and players
- ⇒ Compliance with NWB Competition Rules and Codes of Conduct
- ⇒ Compliance with regulatory and workplace legislation and policies

## **Personal Specifications**

### **Knowledge and Experience**

- ⇒ Experience in managing people
- ⇒ Knowledge of sportsTG
- ⇒ Current Driver's License or ability to access public transport

### **Skills and Competencies**

- ⇒ Proven skills in game management
- ⇒ Ability to prioritise multiple tasks and manage own time
- ⇒ Excellent negotiation, decision making and problem-solving skills
- ⇒ Excellent communication and people management skills
- ⇒ Demonstrated ability to deliver a high standard of service to internal and external customers

### **Personal Attributes**

- ⇒ Responsible and accountable for work of self and direct reports
- ⇒ Ability to access problems and identify resolutions
- ⇒ Able to adapt to and work effectively with others in a changing environment
- ⇒ High standard of personal appearance and conduct with a respectful manner and language towards other staff, members, volunteers and visitors
- ⇒ Ability to use discretion with confidential and sensitive information

### **Conditions of Service**

- ⇒ Possession of a Queensland Working with Children check
- ⇒ NWB retains ownership of all information and intellectual property generated as a result of it's activities.