



Vermont Vultures Basketball Club position description – Basketball Operations

Updated 4/10/2023

Role: Basketball Operations

Reports to: Club Executive

Role classification: Voluntary

Committee member: Yes

Expected hours of work: 20 hours per month, variable by month

Purpose

The purpose of this document is to outline the roles and responsibilities of the Basketball Operations at the Vermont Vultures Basketball Club (The Club).

Summary

The role of Basketball Operations (BO) is a key role within the Vermont Vultures and is reflected as such with a standing appointment to The Committee. The BO is responsible for Association related matters being the liaison between them and the Club. This role will also be required to work with teams, namely coaches and team managers regarding fill ins being cleared to play, in finals series together with games clashes and the like. The role also includes overseeing and working closely with Club Admin, Uniforms and Registrations.

Role description

The role is supported by the Club President and works closely all committee members as required, depending on the task or issue and any given time. It is required to perform the following duties:

1. Liaison to the Association including but not limited to game clashes, player clearances, forfeits, club collective inquiries and the appropriate management of player/coach correspondence to and from.
2. Manage and in a timely manner, submit Club requests to the Association including but not limited to dispensation, team or player concerns or behaviours and general matters.
3. Work with Club Admin and Uniforms Coordinator to ensure the front of house runs smoothly and members and general enquiries are handled in a timely manner
4. Work with Registrar to provide any assistance required in particular during peak times
5. Ensure the Clubs operating procedures and other operational documentation are up to date and work with areas as required to achieve this
6. Assist in achieving optimal workflows for the Club
7. General assistance and duties as required by the Club President and Vice President as required
8. Comply with all aspects of the Club and Associations Code of Conduct, policies and procedures.
9. Maintain player and family confidentiality when dealing with sensitive matters.
10. Manage all Club records and documents in an accurate and secure manner.
11. General administration duties as required.

Skills required

The successful applicant will possess:

- Experience with Microsoft office suite
- Understanding of the operational requirements for a sporting club, domestic or otherwise.
- Good understand of compliance requirements for community-based sporting organisations.

Qualifications required

- Past experience in a similar operational role (paid or voluntary)
- Current Working with Children Check
- A past or current affiliation with The Club as player, parent/guardian, Committee member, or active supporter



Mandatory Competencies/Licenses

- Working with Children Check

For more information on this role

Club President president@vermontvultures.org.au

Club Vice President vicepresident@vermontvultures.org