



POSITION DESCRIPTION – VENUE CO-ORDINATOR

The Northern Districts Basketball Association (NDBA) organises junior basketball fixtures at multiple venues throughout Brisbane’s northern suburbs. Each venue is managed by an appointed Venue Coordinator, who plays a pivotal role in ensuring the seamless execution of game day operations.

The Venue Coordinator is responsible for overseeing all aspects of venue preparation and logistics, ensuring alignment with the NDBA Board’s standards. By managing the day’s fixtures, coordinating setup, and addressing any on-site issues, the Venue Coordinator facilitates smooth operations and contributes to a positive and memorable experience for players, parents, and referees.

The Venue Co-ordinator will:

- Hold a current “Blue Card”
- Hold a First Aid Certificate
- Dress appropriately in a NDBA polo, shorts or long pants and sports shoes.
- Practise the Core Values of NDBA –

Integrity

Collaboration

Inclusiveness

Honour

Consideration

Fair Play

Fairness

Reports to: The Competitions Manager

Remuneration: \$30 / hour supported by a weekly timesheet

Duration: Casual employment with the position reviewed after the completion of each competition season.

Specific duties include:

1. As early as possible, advise the Competition Manager should you be unable to fulfil the Saturday commitment on a particular weekend.
2. On game day, ensure that you have access to the venue.
3. Ensure games are loaded into the iPad in preparation for games that day.
4. At the end of the day, all game results should be uploaded and saved in Gameday and included in the venue report. If Gameday is not operational, a paper-based score sheet is to be completed for each game affected and sent with the weekly venue report.
5. Oversee the game setup at the venue –
 - Ensure enough spectator seats are set up and arranged appropriately around the stadium.
 - Arrange the score bench with seating and required equipment available for the scorers
 - Arrange the seating for each team
 - Ensure the scoreboard is functioning
 - Ensure the area around the court is free from obstacles that may cause an injury to any player, referee or spectator.
6. Maintain a First Aid Kit, including ice, and administer First Aid when required.
7. Ensure that the NDBA Competition Rules are followed.
8. Ensure that the games start on time as defined in the fixture draw for the day.
9. Ensure that the NDBA Codes of Conduct and procedures are followed should there be any breaches by players or spectators.
10. Coordinate the breakdown of the game day fixtures and ensure the venue is closed securely on time and is left in a better state than it was when it was opened at the beginning of the day.
11. Maintain a venue checklist covering all aspects of the setup and breakdown process required to run the fixtures at that venue. Checklist to be emailed to Robert.wood@ndbasketball.com.au.
12. Liaise with coaches, referees, managers and parents to build strong, friendly, and professional relationships with these stakeholders.
13. Conduct regular maintenance inspections of the venue. Any work that needs to be completed should be included in the Venue Report.
14. Throughout the day, ensure the court/courts are clean to maintain player safety.
15. Complete the Venue Report and send to Robert.wood@ndbasketball.com.au on the day after the fixtures were held.

APPLICATIONS:

Please send a cover letter with a copy of your CV to secretary@ndbasketball.com.au

Applications close **Friday 28 March 2025.**