



Referee Administrator – Position Description

Employment Status: Casual

Reports to: SPBA Competitions Manager

Salary: As per the Fitness Industry 2010 Award

Short Description: The Referee Administrator will be responsible for all day-to-day administration duties of the referee program but not limited to the job responsibilities listed below.

Job Responsibilities

Administration management of the referee program including but not limited to:

- Roster referees to all domestic and VJBL games via SPBA's website
- Roster supervisor's to all domestic and VJBL games
- Ensure all SPBA referees have current registration with Basketball Country Victoria
- Assist in the administration of obtaining referees for the SPBA Annual Junior Tournament
- Communicate to referees on behalf of the Competitions Manager & Referee Advisor
- Order supplies for referees including: Apparel, Whistles, C Grade work books
- Track WWCC & Stat decs to ensure data base is up to date as per the Basketball Victoria legislation

Resume and cover letter to be addressed to SPBA Administration & Finance Manager
E | bmcguire@sharksbasketball.com.au

All offers of employment are based upon satisfactory completion of a criminal history background check.

Applications close: 5.00pm Friday 5th July.



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