



## POSITION DESCRIPTION

---

Position: Administration Manager

Responsibility: This position has responsibility for administrative aspects of the Club not otherwise addressed by the Membership Manager and Finance Manager. The Administration Manager is the focal point for communication within the Club. The role includes managing the Club's use of basketball facilities, managing the Club's uniform supplier (currently SlamStyle) and inventory of emergency uniforms, and managing the Clubs website.

The position comprises all the tasks previously performed by the Uniform Officer, Facilities Coordinator and Website Administrator, as well as certain tasks previously performed by the Administration Officer and Secretary (i.e., communications).

This is a volunteer role for which the Club reimburses expenses incurred, therefore under the Club's Constitution the Administration Manager reports to, but is not a member of, the Executive Committee. The Administration Manager reports to the Executive Committee via the Secretary.

Tasks – Communications:

- Prepare and circulate a Season Start Letter outlining relevant information about the upcoming season. This letter should be concise and should direct members to more details on our Website.
- Maintain the content on the Club's website, including publishing and pulling down content as requested by the Cubs Coordinator, Development Squad Coordinator and Coaching Coordinator.
- Manage the commercial arrangements with the website host.
- Organise the Presentation Day at the end of each season. This includes organising a BBQ Coordinator, requesting award winner's details from Coaches, ensuring that trophies are purchased and distributed, communication and advertisements.
- Set up communication channels with Team Mangers and AGCs and ensure that they receive all essential communications in a timely manner.
- Organise stadium passes for coaches prior to the commencement of the season.

Tasks – Facilities:

- Coordinate and plan current and future training venue requirements and times prior to each season and ensure all facilities are in place. Complete the court facility hiring booking forms for Stonnington Council in December for Orrong Romanis and Penpraze Park. Application runs on calendar year. Separate applications required for each facility.
- Work out and advise the Secretary and Coaching Director all training dates for each season considering school holidays, public holidays and the season dates of WBA.
- Obtain Insurance Certificate of Currency from Basketball Victoria annually each September.
- Act as primary contact for all facilities and maintain key registers and spare keys for courts.
- Ensure at the beginning of each season keys are provided to coaches needing to open facilities. Keys should be signed for when distributed at the beginning of the season and collected at the end of each season.
- Book training for throughout the year



## POSITION DESCRIPTION

- Book Penpraze Park for Over 35 training, older girls' teams training, team selections, Presentation Days and Cubs Clinics (Terms 1 and 3).
- Liaise with Stonnington and Penpraze Park Committee for all issues with training facilities under their control.
- Liaise with Sacre Coeur with regard to training dates and times, as per the agreement and ensure contracts are in place.
- Work with the Treasurer to review accounts from all facilities to ensure accuracy with actual dates trained and assist with budgeting for future expenses.
- Arrange additional training venues as required by the Executive Committee.

### Tasks – Uniforms:

- Manage the Club's uniform supplier (currently SlamStyle), including agreeing cut-off date for members to order uniforms and timelines for uniform delivery.
- Allocate uniform numbers to new orders.
- Manage the Club's supply of emergency uniforms, including distributing emergency uniforms to new members registering after the order cut-off date.

### Tasks – Reporting:

- Brief the Secretary of key activities and issues (if any) ahead of each Executive Committee meeting.
- Prepare a written report to the Club's Executive Committee to be tabled at the Club's Annual General Meeting.

Effort: Overall, the Administration Manager role represents a substantial workload, and would be best suited to someone that does not work in a full-time role. Expected hours per Season are set out below:

	Pre-season (Terms 1 and 3) (expected hours per season)	During season (Terms 2 and 4) (expected hours per season)
Communications	20-30 hours	20-30 hours
Facilities	20-30 hours	20-25 hours
Uniforms	40-60 hours	20-25 hours
Total	90-120 hours	60-80 hours

Reimbursement: The Administration Manager is a volunteer role, and the Club will reimburse the Administration Manager for expenses incurred.