

COFFS HARBOUR BASKETBALL

Court Supervisor

Days/hours:

- 1) Tuesday, approx. 6.30pm – 9.30pm
- 2) Wednesday, approx. 6pm – 9.30pm
- 3) Friday, approx. 4pm – 8.30pm
- 4) Saturday, approx. 8.30am – 2.30pm

Honorarium: \$20 per hour

Working with Children: WWC number to be provided.

1st Aid Certificate: Current

Duties: General management of the CHBA courts on game nights and include:

- Collect scoresheets and tablet from office
- Check the backboards have been re-set at the correct height
- Ensure scoreboards are on and benches are switched on and ready to go
- Get the towels from the back of canteen to use for court spills and check blood buckets are in the supervisor's office.
- Get the game balls out of the cupboard ready to give to referees
- Ensure only coaches and players are sitting on court-side seats (or young kids/siblings who would be otherwise unattended)
- No children/players are to play with basketballs within the curtilage of the courts while the games are being played
- Keep an eye on all games in play during the night and ensure all games start on time. If a team is not ready apply appropriate penalties
- Ensure unregistered and un-financial players do not take the court and keep an eye out for players playing under incorrect names
- Should any injuries occur, ensure the referees write up a report on the back of the score sheet. Injury &/or incident reports must be filled out by the supervisor
- Ensure the game sheets for the following game timeslots are placed out at half-time to allow teams to sign on prior to start time
- All game sheets are returned to the supervisor's room by referees, ensure they are signed by the referees and then enter game scores into TG Sports after each timeslot. Update Web
- Record referees for each timeslot and ensure they sign for their games once they have finished
- Supervisor duty to hand out, collect and take home to wash player bibs.
- Record any Zero Tolerance or Disciplinary breaches, liaise with Referee Supervisor and Administration Officer
- Record any complaints received from teams, coaches, parents etc in case they need to be referred to at a later date