

## Job Description – Sunshine Conference Administrator

Reports to: Sunshine Conference Management Committee

Remuneration: \$35.00 per hour worked.



Detail time spent on Conference matters on a spreadsheet and submit weekly to Conference Treasurer for approval.

Expected Workload: 3-5 hours per week in season, as required in lead up to season launch.

### Duties:

- Maintain register of association contacts of each competing association and provide Conference communication as required.
- Liaise with delegates to ensure all associations understand their home game responsibilities.
- Distribute Conference expressions of interest for teams to commence season planning.
- Distribute nomination forms for preseason carnival.
- Create draw for preseason, set up preseason competition in Basketball Connect, send out registration links to delegates and ensure all players, coaches and managers have joined team prior to preseason carnival.
- Obtain team lists from association delegates to include registration expiry dates and check the registration details of players to ensure eligibility for preseason. (pending report being available to download directly from Sunshine Conference Basketball Connect database).
- Create a calendar of events and establish proposed dates for games and unavailable dates.
- Liaise with association delegates as to their venue availability and confirm court bookings once dates are finalised.
- Create a draft Sunshine Conference season draw for distribution to each association delegate to check.
- Distribute Conference nomination forms and ensure their return by due date and forward to Treasurer for invoicing.
- Set up conference season competition in Basketball Connect, send out registration links to association delegates and liaise with delegates to ensure all players, coaches and managers have joined the team prior to the start of the season.
- Import draw into Basketball Connect and publish draw to website and announce to social media.
- Obtain team lists from association delegates to include registration expiry dates and check on a weekly basis the registration details of players to ensure eligibility for games. (pending report being available to download directly from Sunshine Conference Basketball Connect database).
- Send team lists to association delegates by each Wednesday, highlighting any players that are not registered. Remove any unregistered players if not confirmed renewed by 5pm Friday.
- Create social media posts for upcoming games each week
- Collate and post Conference game results on social media weekly.
- Create a report of any recorded incidents, technical fouls and disqualifying fouls and forward to the Referee coordinator and Committee for review.
- Update Sunshine Conference website with resources and documents and images as required.
- Update Sunshine Conference social media pages regularly with other stories of interest (conference related, local association related and just general basketball stuff of interest)