

Competitions Manager

Organisation: Chelsea & District Basketball Association (CADBA)

Position Title: Competitions Manager

Reports To: General Manager

Location: Bonbeach Sporting Complex, Bonbeach, Victoria

Employment Type: Full-time

Overview

The Competitions Manager is responsible for the effective planning, coordination and delivery of CADBA's domestic basketball competitions. This role ensures competitions are delivered efficiently, consistently and in line with CADBA policies and Basketball Victoria frameworks.

The position also provides operational and logistical support to the Association's VJBL and BIG V programs, assisting with scheduling, venues and preparation of documentation, while governance, compliance and decision-making authority remain with the General Manager.

Key Responsibilities

1. Domestic Competition Management

- Plan, schedule and coordinate all domestic basketball competitions, including season fixtures, grading, finals and special events
- Manage team registrations, grading processes and allocation to appropriate divisions
- Coordinate venues and manage end-to-end game-day logistics
- Liaise with domestic clubs, referees and advisors to ensure smooth weekly operations
- Generate and manage invoicing for fixtured domestic competition rounds
- Address competition-related issues and disputes, escalating matters to the General Manager where required
- Ensure domestic competitions are delivered in accordance with CADBA policies and Basketball Victoria guidelines

- Develop, implement and maintain domestic competition policies and procedures to ensure fairness, safety and enjoyment for all participants
- Ensure effective and consistent communication of fixtures, grading outcomes and competition information to clubs and teams
- Monitor and support the quality and consistency of officiating in collaboration with referee advisors
- Ensure domestic competitions uphold CADBA's commitment to participation, inclusion and positive player experience

2. Domestic Stakeholder Engagement

- Serve as the primary point of contact for all domestic competition-related enquiries from clubs, coaches, players, parents and referees
- Work closely with domestic clubs to support understanding and compliance with CADBA rules, bylaws and operational requirements
- Build and maintain positive working relationships with referees and officiating stakeholders
- Manage and respond to domestic competition feedback, escalating matters where required

3. Representative Program Operational Support (VJBL & BIG V)

- Provide operational and logistical support for CADBA's VJBL and BIG V programs, in alignment with direction from the General Manager
- Coordinate venues for representative training, competitions and key program activities
- Assist with scheduling, logistics and operational setup across representative programs
- Support team managers with non-governance and non-compliance administrative queries
- Assist with the coordination of tryouts and program activities, including venue bookings and schedules
- Support game-day operational planning, including venue readiness and staffing coordination

5. Operational & Administrative Support

- Maintain competition databases, records and systems
- Assist the General Manager with competition-related operational planning and reporting
- Regularly review competition structures and processes and recommend improvements
- Support the administration team during peak competition periods to ensure continuity of service

- Assist the General Manager with domestic competition budget preparation and monitoring
- Prepare and submit weekly reports to accounting and payroll relating to venue and game-day staffing
- Maintain and update player records, team data and competition information within registration and competition systems
- Ensure accurate and timely communication of competition changes or updates to stakeholders
- Prepare domestic competition reports for the General Manager as required
- Collaborate with administration and marketing staff to support the publication of Competition results, Key updates and Domestic competition communications

6. Compliance, Safety & Integrity

- Ensure all domestic competitions are delivered in accordance with Basketball Victoria guidelines and CADBA regulations
- Promote and enforce player welfare and child safety standards, including first aid and insurance requirements
- Support integrity processes including incident reporting and documentation
- Manage domestic competition disputes and behavioural matters in collaboration with the General Manager

7.Domestic Development & Growth

- Support strategies to grow participation in domestic competitions across all age groups
- Assist in exploring and implementing new domestic competition formats, including social competitions and entry-level initiatives
- Work collaboratively with other departments to ensure domestic competitions align with CADBA's broader pathway and growth strategy