



PORT MACQUARIE BASKETBALL ASSOCIATION

POSITION DESCRIPTION

SENIOR REPRESENTATIVE COORDINATOR

PORTFOLIO	Representative Portfolio
LOCATION	Port Macquarie
CLASSIFICATION	Honorarium (tbc)
POSITION NO.	

ABOUT PORT MACQUARIE BASKETBALL ASSOCIATION (PMBA)

Port Macquarie Basketball Association (PMBA), founded in 1967, has a proud history of growing and developing basketball at both local and representative levels.

With approximately 1,200 members, PMBA is financially stable and offers:

- Aussie Hoops development programs for pre-schoolers and children aged 8–10.
- Competition games for age groups ranging from U12s to Premier League, A, B & C Grade, men and women.

Operating from one of the newest six-court facilities in NSW, PMBA regularly hosts Basketball NSW (BNSW) representative central venue rounds, school events, Waratah League rounds, and the annual junior and senior Seaside Classics.

POSITION PURPOSE

The Senior Representative Coordinator ensures that all Senior Representative players and their families receive accurate and timely information throughout the BNSW Wilson Waratah League season.

This role involves managing logistics, budgets, travel, sponsorship input, and resources for Senior Representative teams (Men, Women and Youth Men). It requires strong communication with the PMBA Board, Coaches, Team Managers, and BNSW, and active management of the draw to minimise scheduling conflicts and travel impacts.

The coordinator also acts as a central point of contact for BNSW, oversees senior program communications, and ensures professional standards are upheld across all Senior Representative activities.

KEY ACCOUNTABILITIES

- Communicate regularly with BNSW staff regarding scheduling, compliance, and operations.
- Manage the Waratah League draw once released by BNSW by:
 - Negotiating with other associations to create a workable draw.
 - Avoiding scheduling conflicts.
 - Maximising efficiency of travel and minimising costs.
- Coordinate and book accommodation, transport, and logistics for all Senior Representative teams.
- Provide input into sponsorship arrangements and ensure sponsor commitments are delivered.
- Create, manage, and report on a separate budget for the Senior Representative Program, including:
 - Travel and accommodation.
 - Team nominations and registration fees.
 - Uniforms, equipment, and kit bags.
 - Presentation event costs, trophies, and awards.
- Oversee the creation, review, and updating of key resources including:
 - Representative Player Handbook.
 - Representative Manager's Handbook.
 - Referee Guidelines and other operational documents.
- Coordinate and manage all aspects of the Senior Representative program including:
 - Team nominations and registrations.
 - Team announcements, photos, and media updates.
 - Staff attire, uniforms, and equipment.
 - Team training schedules.
 - Induction and information sessions.
- Act as point of contact for families, players, and staff regarding enquiries, complaints, or information throughout the season.
- Support coaches and managers to maintain professional standards and ensure players, families, and spectators uphold the Code of Conduct.
- Promote a positive, professional, and transparent culture across the Senior Representative Program.

KEY RELATIONSHIPS

WHO	WHY
Representative Players	Facilitate their participation in Waratah League competitions.
Team Managers	Provide accurate, timely information, direction and support.
BNSW	Maintain clear, regular communication to ensure compliance and coordination.
PMBA Members	Serve as point of contact for enquiries and problem resolution
PMBA Board Members	Collaborate to plan and deliver the Representative season.
Technical Committee	Support referee and scoretable officials at senior games
Venue staff	Coordinate bookings, access, and setup requirements.

POSITION DIMENSIONS

Reporting Line: Representative Portfolio PMBA Board, BNSW

Direct Reports: None

Indirect Reports: Coaches, Team Managers, Stadium Manager

Financial Delegation: Oversight of Senior Representative Program budget (creation, management, reporting, pre-approved expenses reimbursed)

Budget/Expenditure: Separate Senior Program budget in alignment with Junior Representative Coordinator's Junior Program budget

Expected Workload: ~8 hours/week during rep season; ~4 hours per hosted game; additional time during peak season (draw release, finals, sponsorship requirements).

ESSENTIAL REQUIREMENTS

1. Must be over 18 years of age.
2. Sound and current knowledge of BNSW rules and interpretations.
3. Current First Aid Certificate.
4. Valid NSW Working with Children Check (WWCC).
5. Ability to maintain confidentiality and privacy.
6. **Must be able to work independently and without supervision, demonstrating strong initiative and problem-solving skills.**
7. **Must be committed to delivering all aspects of the Representative Programs in a timely, accurate and professional manner, ensuring deadlines and expectations are consistently met.**

CAPABILITIES (NSW PUBLIC SECTOR CAPABILITY FRAMEWORK)

CAPABILITY GROUP	NAME
 Personal Attributes	Display Resilience and Courage
	Act with Integrity
	Manage Self
	Value Diversity
 Relationships	Communicate Effectively
	Work Collaboratively
	Influence and Negotiate
 Results	Think and Solve Problems
 Business Enablers	Technology