



ROCKINGHAM BASKETBALL & RECREATION ASSOCIATION

Job Description – Court Controller

PURPOSE

To provide clarification with regards to the roles and responsibilities of the Court Controller for the Rockingham Basketball & Recreation Association (RBRA)

ROLE SUMMARY

It is expected that the Court Controller will always present themselves in a friendly, professional and unbiased manner. The Court Controller should always be in uniform, this consists of black pants, enclosed shoes, Rockingham Flames Court Controller Polo Top.

The RBRA Court Controller is expected to be available during all Domestic Competitions with attendance required a minimum of 30min before the first scheduled game of the day.

The Court Controller must support the referees and other officials in ensuring that the games run smoothly, this encompasses a variety of different responsibilities from player and spectator management to first aid duties.

ADMINISTRATION

- Liaise with the RBRA Administration Officer with regards to notified forfeits and confirm all relevant communication has occurred
- Liaise with RBRA Administration Officer with regards to team registrations and list of registered players per team
- Liaise with City of Rockingham with regards to any issues with facilities.

GAME DAY

- iPads
 - Ensure they are charged and ready for use
 - Ensure iPads continue to work throughout games and fix as necessary
 - Updated with appropriate games for the fixtured competition
 - Placed on score bench for all required courts.
 - Remove at the end of competition and placed on charge in the office
 - Ensure all games have updated in system at end of each competition.
- Ensure City of Rockingham have completed the following
 - Placed backboards down in readiness for competition to begin
 - Where appropriate adjusted the height of the backboards for the relevant fixtured competition
 - Placed score board controllers on each court and confirmed they are working
 - Placed “possession” arrows on each court



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Other Duties -

- Locate referee roster and ensure all games have required coverage, liaise with the Referee Director if required
- Assist referees in ensuring games are starting on time
- Ensure match balls are available and first aid and blood bucket are readily accessible
- Ensure players are in correct uniform and if not advise coaches / managers and referees for appropriate action to be taken
- Uphold the registration requirements and disallow unregistered players from taking the court (unless a fill-in fee has been paid)
- Check receipts for Fill -in Player payments and ensure fill in players have correct equipment (e.g. Mouth guards)
- Provide First Aid assistance as required e.g. assess injuries, call ambulance if necessary and ensure all appropriate documentation is completed and submitted with RBRA Administration Officer as soon as practical.
- Respond promptly and professionally to any complaints or queries directed to you as the Court Controller. Ensuring that the Referee Co-Ordinator is involved if required.
- Monitor game situations – behaviour of parents / officials and spectators
- Be aware of and enforce the Associations Code of Conduct.
- Ensure the RBRA rules of game are followed – such as correct attire on court, mouthguards, players playing in correct age level / team etc

REPORTS & COMPLAINTS

- Ensure all Referee reports submitted are complete and provided to the RBRA Administration Officer for processing on the next Business Day. If competition is a Friday details of report should be left on the desk of the RBRA Administration Officer
- Ensure all complaints are documented correctly and submitted to the RBRA Administration Officer for action as soon as possible

PREREQUISITE

The court controller must hold a Senior First Aid Certificate and Working with Children Check.

VERSION CONTROL

Version	Date	Detail	Created By	Reviewed By
1.0	14/09/2018	Document Creation	Lauren Hodgetts	Cady Jorgensen
2.0	25/03/2021	Revision	Laura Warman	Lauren Hodgetts