



HBBA Sub-Committees (Operational Sub-Committees)

HBBA's Operational Sub-Committees play a vital role in supporting HBBA's development and operations. They create clear structures for sharing workload, engaging volunteers, strengthening communication, and ensuring that key areas of basketball operations are delivered consistently throughout the season for the benefit of all participants.

Each Sub-Committee:

- Leads delivery of its operational area (competitions, development, engagement)
- Supports good governance through clear reporting and accountability
- Identifies issues early and recommends practical solutions
- Helps ensure the Association is fair, safe, welcoming and well-run
- Builds sustainability by developing volunteers and reducing reliance on a few individuals

Purpose

1) Competitions Sub-Committee

To ensure HBBA's domestic competitions are well-organised, fair, safe and enjoyable for all players, clubs and officials by coordinating game-day operations, scheduling, rules administration, and volunteer support.

2) Development & Pathways Sub-Committee

To strengthen HBBA's player, coach and referee development pathway by delivering structured programs that support skill development, progression into representative basketball, and long-term participation in the sport.

3) Marketing & Sponsorship Sub-Committee

To grow HBBA's profile, community connection and financial sustainability through marketing, communications, partnerships and sponsorship initiatives that support basketball participation and development.

Sub-Committee - Role Descriptions



Referee Coordinator

Primary Purpose: Responsible for the development, support, education and coordination of referees and game officials, ensuring fair, safe and high-quality officiating across all Hervey Bay Basketball competitions.

Key Responsibilities

- Support and develop referees across domestic and representative competitions
- Coordinate and support referee education and accreditation in line with BQ requirements
- Maintain a working knowledge of current FIBA and Basketball Queensland rules and assist with communication of rule updates
- Assist with weekly referee rostering, including finals, carnivals and special events
- Process referee payments on a weekly basis
- Liaise with BQ and Representative Committee regarding referee appointments for CQJBC & State Championships
- Escalate serious player conduct, safety or disciplinary matters through appropriate Association channels
- Maintain a basic register of active referees, accreditation levels, blue card details and provide updates as required

Rep Coordinators

Primary Purpose: Operational delivery of Hurricanes representative programs.

Key Responsibilities:

- Coordinate trials, selections and, player & team registrations
- Liaise with coaches, parents and players
- Manage travel & accommodation logistics for carnivals and championships
- Ensure compliance with BQ/CQJB requirements
- Support player wellbeing and communication
- Process & distribute uniform orders

Player & Coach Development Coordinator

Primary Purpose: To support the growth and capability of players and coaches by helping coordinate development opportunities across the Association.

Key Responsibilities:

- Assist in planning development programs, clinics and training initiatives
- Support coach education and mentoring opportunities
- Encourage consistent development standards across age groups and clubs
- Help identify gaps in skills development and propose improvement initiatives
- Coordinate feedback and development resources for coaches and players
- Support a positive learning culture aligned to HBBA values

Player Engagement & Inclusions Officer

Primary Purpose: To support an inclusive and welcoming competition environment where all players feel safe, valued and able to participate.

Key Responsibilities:

- Promote positive culture, inclusion and good sportsmanship across competitions
- Provide support pathways for members experiencing barriers to participation
- Assist with complaints or concerns related to behaviour and inclusion (where requested)
- Support initiatives that improve player experience and retention
- Work with clubs and volunteers to encourage respectful communication
- Contribute to member feedback improvements and wellbeing initiatives

Sub-Committee - Role Descriptions



Court Coordinator

Primary Purpose: To oversee game-day court operations so competitions run smoothly, safely and on time.

Key Responsibilities:

- Coordinate court readiness (equipment, scoring benches, signage where required)
- Support game flow and troubleshoot basic game-day issues
- Liaise with clubs, referees and volunteers to keep rounds running on schedule
- Assist with managing minor disputes or escalations using HBBA processes
- Help ensure venue expectations are followed (safety, behaviour, pack-up)
- Report recurring issues to the Competitions Sub-Committee for improvement

Rep Social Media Support Officer

Primary Purpose: To support the promotion of HBBA's representative program by capturing and sharing positive, engaging content across social media platforms.

Key Responsibilities:

- Collect game-day content (photos, short videos, results highlights where approved)
- Prepare posts that celebrate effort, culture, sponsors and team achievements
- Support consistent branding and positive messaging for the Hurricanes program
- Liaise with rep coordinators/coaches on key updates and announcements
- Promote respectful, family-friendly content aligned to HBBA values
- Assist with scheduled content during rep season peaks (carnivals/states)

Club Social Media Support Officer

Primary Purpose: To support domestic competition communications by sharing timely updates and promoting club participation and community engagement.

Key Responsibilities:

- Assist with sharing competition updates, reminders and community posts
- Help promote registration periods, season launches and key events
- Support consistent messaging across HBBA and club communications
- Create simple graphics/posts using approved templates where available
- Encourage positive culture and member engagement online
- Escalate sensitive issues to the Director rather than responding publicly

Grant & Sponsorship Coordinator

Primary Purpose: To support the Association's growth by identifying, coordinating and maintaining grant and sponsorship opportunities.

Key Responsibilities:

- Assist in identifying suitable grants, funding rounds and sponsorship leads
- Maintain a pipeline of opportunities and key due dates
- Support preparation of grant/sponsorship submissions (with committee oversight)
- Help coordinate sponsor agreements, recognition and fulfilment activities
- Maintain positive sponsor relationships through updates and acknowledgements
- Support reporting requirements and outcomes tracking where required