



## **BASKETBALL ASSOCIATION OF SINGAPORE**

Singapore Basketball Centre, 601 Aljunied Crescent, #01-04, Singapore 389862  
Tel: (65) 6743 8425 Fax: (65) 6743 8426 Website: [www.bas.org.sg](http://www.bas.org.sg)

Job Title: Tournament Manager

Reports to: CEO

Purpose:

The Tournament Manager will play a pivotal role in the strategic planning, execution, and evaluation of annual basketball events, competitions, and leagues. This position requires a qualified and experienced individual who believes in BAS's vision and mission, and can collaborate closely with the CEO of the Basketball Association of Singapore (BAS) to drive the development and growth of basketball in Singapore.

### **Key Responsibilities:**

#### **1. Strategic Planning:**

- Develop and implement a multi-year strategic plan for basketball development, focusing on high-performance and grassroots initiatives.
- Identify key performance indicators (KPIs) to measure the success of tournaments and leagues.
- Analyze data and trends to inform future planning and decision-making.

#### **2. Event Management:**

- Oversee the planning, organization, and execution of various basketball events, including tournaments, leagues, and competitions and championships.
- Manage event budgets, timelines, and logistics.
- Coordinate with venues, officials, volunteers, and other stakeholders to ensure smooth operations.
- Develop and implement comprehensive event plans, including marketing, promotion, and ticketing strategies.

#### **3. Stakeholder Management:**

- Build and maintain strong relationships with clubs, academies, schools, institutions, IHLs, coaches, athletes, community partners, and other key stakeholders.
- Actively seek feedback from stakeholders to improve the quality of BAS's events and programs.
- Collaborate with stakeholders to identify and address their needs and expectations.

#### **4. High-Performance Development:**

- Identify and nurture talented athletes through high-performance programs.
- Work closely with coaches and athletes to set and achieve performance goals.
- Facilitate the development of high-performance pathways and support systems.



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### **5. Administrative Tasks:**

- Prepare reports and documentation related to events, finances, and performance.
- Manage budgets and ensure financial accountability.
- Adhere to BAS's policies and procedures.

### **Principal Accountabilities:**

#### **6. Liaison/Coordination:**

- Provide administrative support for BAS meetings, including Board meetings, Annual General meetings, and conducting team managers' meetings.
- Prepare the multi-year sport plan and articulate the events strategy for basketball pathways development towards high-performance objectives.

#### **7. Strategic Planning - Sport Development - High-Performance System Building:**

- Conceptualise a yearly events plan to promote the sport of basketball (both 5v5 and 3x3) to increase overall participation.
- Collaborate with key strategic partners to implement pathways development and high-performance strategies, as well as to promote sport participation and increase the number of participants nationwide.
- Plan and run programs to inspire and unite the nation through basketball.
- Ensure the smooth organization of BAS's events, leagues, competitions, and tournaments as the competition manager.
- Provide support to BAS's endorsed stakeholder events, including managing vendors, service providers, event management companies, and contractors.
- Ensure all collaboration agreements are duly signed.
- Maintain a database of players, coaches, event budgets, expenses, vendors, revenues, sponsors, referees, and other necessary information for organizational knowledge management.

#### **8. Reporting & Compliance:**

- Submit timely reports on tournaments and sport participation plans to Sport Singapore, including periodic reports, progress of initiatives, competition reports, and results as required.
- Draw up an annual calendar of events for both 5v5 and 3x3 basketball.
- Prepare yearly budgets for tournaments, events, and related activities.
- Submit an annual report on BAS's events, leagues, sport participation, and pathways development achievements.
- Work closely with the CEO and volunteers to ensure the smooth running of events.

#### **9. Procurement & Facility Management:**

- Procure facilities, services, and equipment in accordance with BAS guidelines.
- Regularly engage stakeholders to receive feedback and adjust plans as necessary.

#### **10. Support for Major Events:**



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- In the event of major games or marquee events, the Tournament Manager will fully support, or assume the role of, the Competition Manager to ensure smooth event execution.

### **11. Other Duties:**

- Carry out any ad hoc duties as assigned by the CEO.
- Attend all meetings and prepare meeting minutes if required.

### **Job Specification:**

#### **12. Qualifications:**

- A recognized university degree or diploma in a relevant field such as Business, Marketing, Law, Events, Sport Management, Sports Coaching, or any sports or basketball/FIBA-related qualifications.

#### **13. Experience:**

- Experience in preparing funding submissions and justifications is essential.
- Professional experience in sport management is an advantage.

#### **14. Skills & Knowledge:**

- Strong people management skills.
- Proficiency in Information Technology.
- Excellent communication and negotiation skills.
- Strong financial management and planning abilities.
- Good understanding of the infrastructure of Sport Singapore, the Singapore National Olympic Council, and National Sports Associations.
- Experience working with organizations like Sport Singapore, ActiveSG, SDG, SSI, NYSI, NSAs, or local sport clubs, academies, or government sectors is a plus.

#### **15. Personal Qualities:**

- Excellent interpersonal skills and effective oral and written communication skills.
- Ability to provide leadership, motivate others, and work effectively with limited supervision.
- Highly motivated, energetic, and results-driven individual is preferred.

#### **16. Additional Advantage:**

- Experience playing any sport at the elite level or as part of a national team will be an added advantage.

This job description is not to be regarded as exclusive or exhaustive. It is an outline indication of the areas of responsibilities & relevant activities that the incumbent would be engaged in, and may be amended from time to time to align with the changing needs of BAS.

If you are ready to be part of a vibrant and dynamic team that promotes the growth of basketball in Singapore, we want to hear from you! Send your resume and a cover letter



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detailing your relevant experience and passion for the role now! Please note that only shortlisted candidate will be invited to an interview.

Join us in making a difference in the basketball community!

Please send in your CV to [Leon\\_Neo@bas.org.sg](mailto:Leon_Neo@bas.org.sg) by 30 Nov 2024.

Thank you!