



## POSITION DESCRIPTION

### Competitions Coordinator

<b>Organisation:</b>	Busselton Netball Association Inc
<b>Job Title:</b>	Competitions Coordinator
<b>Position Type:</b>	Paid
<b>Reports to:</b>	BNA Board
<b>Currently filled by:</b>	Nil
<b>Commencement date:</b>	ASAP
<b>End date:</b>	31 December 2021
<b>Time Commitment:</b>	40 hours (registrations, grading and fixtures) 16-23 hours per week throughout season (May to September)

### POSITION DETAILS

#### Purpose

- To effectively manage Busselton Netball Association's registrations, grading, and fixtures for the competition.
- To coordinate the daily running of each competition day / night.

#### Knowledge/Skills

- Strong written and oral communication skills
- Strong organisational and record-keeping skills
- Can maintain confidentiality
- Capable of using Microsoft Word and Excel, able to pick up new systems
- Mynetball experience is desirable
- Senior First Aid is desirable

#### Typical time commitment

- 40 hours (registrations, grading and fixtures)
- 16-23 hours per week throughout season

#### Responsibilities and Duties

##### *Registrations, Grading & Fixtures*

- Set up MyNetball ready for registration.
- Ensure the registration details for all members and teams are entered in MyNetball.
- Maintain member records in MyNetball.
- Respond to registration enquiries and assist clubs with registration process as required.
- Maintain an up-to-date register for Clubs – contacts (executive, coaches and managers) and relevant information (eg club colours and uniforms).
- Finalise season calendar and start of season information.
- Assist with grading and prepare fixtures in liaison with Board and AUDO.



- Liaise with clubs in relation to grading and fixtures.

#### *Ongoing - Competitions*

- Keep a record of Association personnel (eg coaches, managers, umpires, staff) WWCC status in accordance with NWA requirements.
- Liaise with treasurer as required (eg refunds, team fines).
- Ensure competition day / night runs smoothly and on time (court bookings, equipment, score cards, visitors, late registrations, forfeits)
- Manage forfeits and liaise with AUDO.
- Manage competition day / night issues as they arise (eg injuries, complaints).
- Ensure records are entered onto MyNetball for all competition match results at the end of each fixture round.

#### *Other*

- Attend professional development or training courses as required.
- Liaise with Board as required.

#### **Member Protection**

- You will be required to obtain a Working with Children Check.

### **ADDITIONAL INFORMATION**

#### **This is a paid position and will also give you the opportunity to:**

- work as part of team dedicated to the growth and development of Busselton Netball Association;
- meet and network with industry professionals; and
- have input into the goals and objectives of Busselton Netball Association.

For further information regarding this position please contact Busselton Netball Association at [busselton.netball.secretary@gmail.com](mailto:busselton.netball.secretary@gmail.com).