



## POSITION DESCRIPTION

### Spring Competition Co-ordinator 2021

<b>Organisation:</b>	Busselton Netball Association Inc
<b>Job Title:</b>	Spring Competition Co-ordinator Busselton Netball Association
<b>Position Type:</b>	Paid
<b>Reports to:</b>	BNA Board
<b>Currently filled by:</b>	-
<b>Commencement date:</b>	19 October 2021
<b>End date:</b>	30 November 2021
<b>Time Commitment:</b>	3pm to 8:30pm Tuesday night

#### POSITION DETAILS

##### Purpose

- To effectively manage Busselton Netball Association's Spring Competition fixtures for the 2021 Season.
- To co-ordinate the daily running of each competition day/night.

##### Knowledge/Skills

- Strong written and oral communication skills
- Strong organizational and record-keeping skills
- Can maintain confidentiality
- Technology skills, including use of Microsoft Office
- Training in netball administration software is preferable
- Senior First Aid is desirable

##### Typical time commitment

- Approximately 5-6 hours per week through the spring season (October to November) may be required.

##### Responsibilities and Duties

- Maintain member records in PlayerHQ
- Maintain an up-to-date register for teams – contacts (Board members, coaches, and managers) and relevant information (eg team colours and uniforms)
- Liaise with team managers in relation to fixtures.

##### Ongoing – Competitions

- Liaise with treasurer as required (eg refunds, team fines).
- Ensure competition day / night runs smoothly and on time (court preparation, score cards, game equipment, visitors, late registrations, forfeits)
- Manage forfeits and liaise with Board.
- Manage competition day / night issues as they arise (eg injuries, complaints)



- Ensure records are entered into PlayerHQ for all competition match results at the end of each fixture round.
- Ensure all transactions are recorded on point-of-sale software as directed by treasurer.

**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 a team dedicated to the growth and development of Busselton Netball Association.
- Meet and network with other volunteers and industry professionals.
- Have input into the goals and objectives of Busselton Netball Association.

For further information regarding this position please contact Busselton Netball Association – [secretary@busseltonnetball.com.au](mailto:secretary@busseltonnetball.com.au)