# Position Description Court Coordinator – Monday – Busselton Netball Association

## **Role Purpose**

To coordinate and manage the setup and operations of courts and the match office on Monday night at the GLC. This role ensures games run smoothly, equipment is prepared, and payments and records are accurately managed.

# **Key Responsibilities**

- Set up three games at the court bench with game balls, scorecards/clipboards, pens, and two timers.
- Ensure substitution dots are in place on all courts.
- Take payment for single game vouchers and add details to the spreadsheet.
- Enter all scores for games and record umpire votes.
- Pack up the Monday night bag, including laptop, Square, floats, and cash.
- Ensure all equipment and records are stored securely after games.

#### **Skills & Attributes**

- Strong organisational skills and attention to detail.
- Good communication skills and ability to interact with players, umpires, and officials.
- Basic knowledge of netball rules and scoring procedures.
- Ability to manage payments and record-keeping accurately.
- Proactive, approachable, and reliable.

#### **Time Commitment**

Approx. 3–4 hours per Monday evening during the season.

### Remuneration

Paid as per award rate