Position Description

Court Coordinator - Saturday - Busselton Netball Association

Role Purpose

To coordinate and manage the setup and operations of courts and the match office on Saturday game days. This role ensures games run smoothly, equipment and facilities are prepared, and players, umpires, and spectators are supported throughout the day.

Key Responsibilities

- Set up courts, including bench seats, goal post pads, and substitution dots.
- Set up the match office with game balls on cones, clipboards/scorecards, pens, and two timers.
- Assist players with single game vouchers and ensure players are added to scorecards before games.
- Make announcements over the PA as required.
- Identify games that require goal post adjustments.
- Call for board member assistance for these games.
- Enter all games into PlayHQ.
- Enter votes into spreadsheets and log single game vouchers.
- Tidy the match office during the day and pack up at the end.
- Sell Busselton Netball Association merchandise.
- Assist spectators, players, coaches, and umpires as required.
- Pack up courts and match office at the end of the day.

Skills & Attributes

- Strong organisational skills and attention to detail.
- Good communication skills and ability to interact with players, officials, and spectators.
- Ability to multitask and manage time effectively on busy game days.
- Knowledge of netball rules and game day procedures is an advantage.
- Proactive, approachable, and reliable.

Time Commitment

Approx. 8 hours per Saturday during the season.

Remuneration

Paid as per award rate