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| **POSITION DESCRIPTION – Competition Coordinator** |
| **Organisation:** | Joondalup Netball Association |
| **Job Title:** | Competition Coordinator of Joondalup Netball Association  |
| **Position Type:** | Voluntary  |
| **Reports to:** | President and Board of Joondalup Netball Association  |
| **Time Commitment:** | Hours as required |
| **POSITION REQUIREMENTS** |
| **Purpose*** To effectively manage the Joondalup Netball Association registrations, grading and fixtures for the competition
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| **Knowledge/Skills*** Good communication skills
* Friendly and caring attitude
* Effective delegation skills
* Organisation and time management skills
* Ability to respond to enquiries/problems quickly and effectively
* Project management skills
* Can maintain confidentiality
* To acknowledge the requirement for separation of personal interests and Association matters, and act in the best interest of the Association at all times whilst in the assigned role.
* IT competency – familiar with basic operating systems, Microsoft Office, Play HQ, internet and email
* A sound knowledge of the JNA Constitution, the JNA Policies and Procedures, Member Protection Policy, Codes of Behaviour & Risk Management guidelines.
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| **Responsibilities and Duties*** To attend monthly committee meetings; every 2nd Tuesday of the month, or as required (every 2nd Wednesday during Spring season).
* To attend the Annual General Meeting, other General Meetings and or Complaint Hearings as required.
* Read and respond to correspondence from JNA head office as required & in a timely manner. Check emails regularly.
* Submit reports on the progress of, or problems with, the competitions.
* To have a sound knowledge of the JNA Constitution, By-Laws, Policies & Procedures and the Netball Australia Member Protection Policy.
* To abide by the JNA Constitution (Refer Rule 20(7) & Rule 21), the JNA Codes of Behaviour & JNA Communication Policy.
* To act honestly and in the best interest of the association and exercise care, skill and diligence in carrying out this role.
* Duty to disclose and manage conflicts of interest by completing the JNA Registration of Conflicts.
* To oversee the running of a fun, fair and equitable competition, according to the Rules of Netball and the Joondalup Netball Association Game Management Handbook for Competition
* Use the Play HQ Competition features to create the playing fixture/record results
* Coordinate the grading (re-grading) requests
* Deal with queries and requests from clubs in relation to grading and competition fixtures
* Attend a grading meeting, after teams are registered for Winter season, with Club representatives as required.
* Once registrations are finalized - arrange teams into appropriate divisions, with assistance from other Committee members and/or Senior Convener if required, and enter information onto Play HQ to produce fixtures for website. Arrange grading/regrading if required in accordance with the JNA Grading Guidelines.
* Liaise with JNA Conveners and Match Office admin on a regular basis to ensure the smooth running of the competition.
* Advise the Senior Convener of any matters discussed, or decisions made, at Committee meetings, or via email, that affects the Competition, Match Office and/or match days.
* Liaise with NSG Coordinator regarding the schedule for NET 5 & 6’s program, or as required.
* Assist at any functions, events, carnivals and match days as required.
* Assists in the organization of finals and end of season presentations.
* Reimbursement of any Out-of-Pocket expenses is subject to advance authorization and the presentation of receipts.
* Provide reports at monthly meetings as required
* Provide a final report at the end of the year, to cover both winter and spring season, for inclusion in the Annual Report. Include final ladder results for both seasons.
* Carry out any other duty as required under the Constitution, or by the Committee, and in accordance with the Association By-Laws/Policies & Procedures.
* All JNA uniform items & property must be returned by the end of each year, or as requested by JNA.
* Complete any outstanding actions/requests, pertaining to the role, prior to the next AGM.
* Conduct a handover when vacating position and also attend the next meeting if required.
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| **ADDITIONAL INFORMATION** |
| **Required Criminal Record Checks:*** Working with Children Check (*if usual duties involve, or are likely to involve, contact with a child (under 18))*

If exempt from Working with Children Check, request:* Volunteer National Police Certificate *(if unpaid)*

**Further Requirements by JNA:*** Attain signature on Netball WA’s Member Protection Declaration
* Attain signature on JNA Code of Conduct & Behaviour form
* Complete JNA Register of Positions and Interests Held
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I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Print Name), understand and accept the responsibilities, duties and requirements listed above.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_