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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 | |
| **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. | |
| **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. | |
| **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 | |

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Print Name), understand and accept the responsibilities, duties and requirements listed above.

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