



POSITION DESCRIPTION – Competition Coordinator	
<b>Organisation:</b>	Joondalup Netball Association
<b>Job Title:</b>	Competition Coordinator of Joondalup Netball Association
<b>Position Type:</b>	Voluntary
<b>Reports to:</b>	Nominated Board Member
<b>Time Commitment:</b>	Hours as required
POSITION REQUIREMENTS	
<p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>To effectively manage the Joondalup Netball Association registrations, grading and fixtures for the competition</li> </ul>	
<p><b>Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li>Good communication skills.</li> <li>Friendly and caring attitude.</li> <li>Organisation and time management skills.</li> <li>Ability to respond to enquiries/problems quickly and effectively. Can maintain confidentiality.</li> <li>To act honestly and in good faith and to acknowledge the requirement for separation of personal interests and Association matters. Act in the best interest of the Association at all times whilst in the assigned role.</li> <li>IT competency – familiar with basic operating systems, Microsoft Office, Play HQ, internet and email</li> <li>A sound knowledge of the AANA Rules, JNA Constitution, the JNA Policies and Procedures, Member Protection Policy, Codes of Behaviour &amp; Risk Management guidelines.</li> </ul>	
<p><b>Responsibilities and Duties</b></p> <ul style="list-style-type: none"> <li>To attend monthly Board meetings as required (upon request and no more than 4 times per year).</li> <li>To attend the Annual General Meeting, other General Meetings and or Complaint Hearings as required.</li> <li>Read and respond to correspondence from JNA head office as required &amp; in a timely manner. Check emails regularly.</li> <li>Submit Monthly reports on the progress of, or problems with, the competitions.</li> <li>To have a sound knowledge of the JNA Constitution, By-Laws, Policies &amp; Procedures and the Netball Australia Member Protection Policy.</li> <li>To abide by the JNA Constitution (Refer Rule 20(7) &amp; Rule 21), the JNA Codes of Behaviour &amp; JNA Communication Policy.</li> <li>To act honestly and in the best interest of the association and exercise care, skill and diligence in carrying out this role.</li> <li>Duty to disclose and manage conflicts of interest by completing the JNA Registration of Conflicts.</li> <li>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 fixtures and enable the recording of results.</li> <li>Coordinate the grading (re-grading) requests in line with the JNA Grading policy.</li> <li>Deal with queries and requests from clubs in relation to grading and competition fixtures.</li> </ul>	



- Once registrations are finalized - arrange teams into appropriate divisions, with assistance from others, in line with the JNA Grading policy. Prepare excel report of proposed division structure and prepare back up information as required per team to support proposal.
- Run a grading meeting each season, with Club representatives as required in order to receive feedback and reach final conclusions with assigned grading committee.
- Obtain final approval on teams/ divisions as documented in JNA Grading Policy and enter information onto Play HQ to produce fixtures.
- Arrange grading/regrading if required in accordance with the JNA Grading Guidelines. A subsequent club grading meeting may be required (refer to JNA Grading Policy).
- 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 Board, 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 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: \_\_\_\_\_