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| **POSITION DESCRIPTION – Competition Coordinator** | |
| **Organisation:** |  |
| **Job Title:** | Competition Coordinator of *(Association name)* |
| **Position Type:** | Voluntary/Paid |
| **Reports to:** | Board members of *(Association name)* |
| **Currently filled by:** |  |
| **Commencement date:** |  |
| **End date:** |  |
| **Time Commitment:** | *Approximately 5 to 10 hours per week* |
| **POSITION DETAILS** | |
| **Purpose**   * To effectively manage *(Association’s name)* registrations, grading, and fixtures for the competition | |
| **Knowledge/Skills**   * MyNetball competency * Organisation and time management skills * Ability to respond to enquiries/problems quickly and effectively * Project management skills | |
| **Typical time commitment**   * *Approximately 5 hours a week* * *More hours during Winter season (generally May to September)* | |
| **Responsibilities and Duties**   * Use the MyNetball Competition features to create playing fixtures and record results * Coordinate grading and re-grading requests * Deal with queries and requests from Clubs in relation to grading and competition fixtures   **Member Protection**   * You may be required to obtain a 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, you may need to obtain a Volunteer National Police Certificate | |
| **ADDITIONAL INFORMATION** | |
| **Volunteering in this position gives you the opportunity to:**   * Work as part of team dedicated to the growth and development of *(Association name)* * Meet and network with other volunteers and industry professionals * Have input into the goals and objectives of *(Association name)* * Use one’s skills in a positive and engaging way * Develop a greater understanding of sports management structures   For further information regarding this position please contact *(Association name) (Association contact details)* | |
| ***This position description is intended as an example/template only. It is the expectation of Netball WA that each Association/Club customise the content to suit their individual needs*** | |