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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
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| **Knowledge/Skills*** MyNetball competency
* Organisation and time management skills
* Ability to respond to enquiries/problems quickly and effectively
* Project management skills
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| **Typical time commitment*** *Approximately 5 hours a week*
* *More hours during Winter season (generally May to September)*
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| **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
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| **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*** |