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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)* team registrations, grading, and fixtures for the competition
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| **Knowledge/Skills*** Effective communication and good interpersonal skills
* Act with integrity, confidentiality, and objectivity
* Good organisational skills
* Positive and enthusiastic attitude
* Senior First Aid Certificate – (desirable)
* PlayHQ competency
* Computer literacy
* 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 the Winter season (generally May to September)*
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| **Responsibilities and Duties*** Set up competition season with Association fees entered to allow clubs to open registrations in a timely manner.
* Coordinate grading and re-grading requests
* Use the PlayHQ Competition features to create playing fixtures and record results, ensure scorecards are printed and match details are entered after the game.
* Deal with queries and requests from Clubs in relation to grading and competition fixtures.
* Management and administration of the competition
* Implementation, review, and feedback of the competition handbook
* Coordinate competition volunteers

**ESSENTIAL*** At all times ensure a Child Safe environment
* Comply with the Netball Australia Member Protection Policy and Child Safeguarding Policy
* Comply with the WA Working with Children Check (WWCC) Legislation which means:
	+ If your usual duties involve, or are likely to involve, contact with a child under 18 you will be required to obtain a WWCC
	+ If you fall into an WWCC exemption category, a Volunteer National Police Clearance Certificate is required.
* Promote and display the Associations/Clubs values and behaviours
* Promote netball in a positive manner
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| **ADDITIONAL INFORMATION** |
| **Volunteering in this position gives you the opportunity to:*** Work as part of a team dedicated to the growth and development of *(Association/Club name)*
* Meet and network with other volunteers and industry professionals.
* Have input into the goals and objectives of *(Association/Club name)*
* Use your skills in a positive and engaging way.
* Develop a greater understanding of sports management structures.

For further information regarding this position please contact *(Association/Club name and contact details)* |

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| ***NWA-RES-27 Competition Coordinator PD******This position description template/example has been developed for Associations/Clubs to assist them in developing their own resource. It is the expectation from Netball WA that each Association/Club customise the content to suit their individual needs. Please note that the ESSENTIAL is a requirement and should not be deleted, however may be expanded on as required.******Created: May 2023*** |