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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 | |
| **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 | |
| **Typical time commitment**   * *Approximately 5 hours a week* * *More hours during the Winter season (generally May to September)* | |
| **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 | |
| **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*** |