



Department of  
Sport and Recreation



## POSITION DESCRIPTION – Competition Recorder

<b>Organisation:</b>	Mandurah Netball Association
<b>Job Title:</b>	Competition Recorder of <i>Mandurah Netball Association</i>
<b>Position Type:</b>	Voluntary – Honorarium annually
<b>Reports to:</b>	Competition Coordinator Board members of <i>Mandurah Netball Association</i> President of <i>Mandurah Netball Association</i>
<b>Currently filled by:</b>	
<b>Commencement date:</b>	
<b>End date:</b>	
<b>Time Commitment:</b>	One Year

### POSITION REQUIREMENTS

#### Purpose

To effectively manage the *Mandurah Netball Association's* fixtures and results for all competitions

#### Knowledge/Skills

- Organisation and time management skills
- Ability to respond to enquiries/problems quickly and effectively
- Computer literacy skills

### RESPONSIBILITIES AND DUTES

- Liaise with the Competition Coordinator
- Use the MyNetball Competition features to create the playing fixtures for all Mandurah Netball Association seasonal competitions for Seniors, Junior and NetSetGo
- Use the MyNetball Competition features to record results in a timely manner
- Ensure all ladders are up to date and accurate
- To carry out regrading requests as advised by the Competitions Coordinator
- Adjust scores as advised by the Umpire Coordinator or Competitions Coordinator due to fines or infringements of the Associations By-Laws
- Deal with queries and requests from clubs/teams in relation to fixtures or recorded scores
- To produce scoresheets for each game
- Monitor and record players playing up as per the rules and by-laws of the Association



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## ADDITIONAL INFORMATION

### Required Checks:

- Proof of Identity
- Reference Check
- Working With Children Check
- Volunteer Police Clearance

### The opportunity to:

- Work as part of team dedicated to the growth and development of Mandurah Netball Association
- Meet and network with other volunteers and industry professionals
- Have input into the goals and objectives of Mandurah Netball Association
- Use one's skills in a positive and engaging way

Reimbursement of Out-of-Pocket Expenses  
(subject to advance authorization and presentation of receipts)

For further information regarding this position please contact

*Mandurah Netball Association*

*Email : [mna@bigpond.net.au](mailto:mna@bigpond.net.au)*

*Phone : 089581 5054*

*Please note the Office is only attended Monday and Friday from 10am-2pm*



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