



Department of
Sport and Recreation



POSITION DESCRIPTION – Competition Coordinator

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

POSITION REQUIREMENTS

Purpose

To effectively manage the *Mandurah Netball Association's* grading and fixtures for the Competition

Knowledge/Skills

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

RESPONSIBILITIES AND DUTIES

Responsibilities and Duties

- To oversee a sub-committee which includes the Recorder, Senior Controller & NSG Controller
- To grade all teams into a fair competition
- To liaise with the Registrar to ensure all players are registered and insured
- To liaise with the Recorder to ensure all ladders are up to date and accurate
- Coordinate the grading (re-grading) requests or required to provide a fair competition for all teams
- Create a Roster for all Committee members and Team nominees to attend the office during competition hours for the effective running of the Association on game days
- To ensure the timing of all games is controlled
- Deal with queries and requests from clubs/teams

ADDITIONAL INFORMATION

Required Checks:

- Proof of Identity
- Reference Check
- Working With Children Check



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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

Phone : 089581 5054

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



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For further information regarding this position please contact [Mandurah Netball Association](#)