



Job Description

Competition Coordinator – On-site

Banyule and Districts Netball Association Inc
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POSITION DESCRIPTION – Competition Coordinator - On-site

Position:	Competition Coordinator – On-site
Location:	Banyule NETS Stadium, Macleod, Victoria
Responsible to:	Banyule & Districts Netball Association Board
Communicates and cooperates with:	Competition Coordinator - Administrator, BDNA Board, BDNA clubs, relevant netball governing bodies ie. Netball Victoria

Position Overview:

The Banyule & Districts Netball Association (BDNA) is an affiliated member of Netball Victoria. It was formed in 1995 with the goal of assisting young players in the Banyule community to be involved in sport. BDNA offers netball competitions from NETSETGO level through to open-age and mixed competitions.

The role of the **Competition Coordinator - On-site** is to perform all on-site coordination for our Saturday BDNA competition.

Key Duties and Responsibilities:

- Liaise with **Competition Coordinator - Administrator** to coordinate BDNA Administration for Saturday competition. This involves:
 - Liaise with BDNA clubs and entity teams.
 - Grading (season setup and court hire to be managed by **Competition Coordinator - Administrator**).
 - Administration of MyNetball system.
 - Maintenance of Google Docs sheets.
- Assist **Competition Coordinator - Administrator** with coordination of BDNA Net Set Go and School Holiday Programs, where required.
- Coordinate pre-day BDNA tournament(s) in conjunction with **Competition Coordinator - Administrator**.
- Manage tournament days on-site (currently 1-2 Sundays/year).
- Liaise with **Competition Coordinator - Administrator** in management of BDNA email account.



- Assist with creation of news items on BDNA website and Facebook page, in conjunction with **Competition Coordinator - Administrator** and BDNA Communications volunteers, where required.
- Creation and maintenance of competition records necessary for the effective operations of BDNA.
- Provide **Competition Coordinator - Administrator** with regular and timely advice concerning the operations of the Association on competition days. This may include written reports, if required.
- Attend BDNA Board meetings if requested.

Relevant Experience:

- Netball experience and a good working knowledge of the rules of netball. Previous experience coordinating a netball competition an advantage.
- Good working knowledge of Google Mail (Gmail) and Google applications such as Drive, Docs, Sheets and Calendar.
- Experience using computerised systems, including database systems.
- Familiarity with CMS website administration (preferably Joomla!).
- Familiarity with Facebook Page administration.
- Experience using MyNetball an advantage.
- Ability to work unsupervised.

Personal Attributes:

- Excellent interpersonal skills and an ability to communicate with Board, clubs, umpires, coaches and players.
- Strong customer focus essential.
- Good time management skills.
- Ability to adapt quickly to changes in technology.
- A desire to strive for excellence in one's work and an appreciation of this trait in others.



Review of Duties:

The BDNA Employment Committee will review the duties and functions of the position annually on behalf of the BDNA Board.

Expectations:

The **Competition Co-ordinator - On-site** is expected to lead the way and act as a positive role model in provision of a safe and healthy environment. Any actions which compromise BDNA's legal obligations or the good reputation of BDNA will not be tolerated.



Schedule Of Additional Terms And Conditions:

1	Hours of work	Approximately 8 hours of work per week as negotiated with the President of BDNA, specifically: Saturday: 8:00am – 4:00pm
2	Additional hours	Additional work shall not be undertaken without pre-approval from the Employment Committee, BDNA. Additional work requests shall be made at least 24 hours prior to the commencement of any additional work. It is expected that there will be more hours at the beginning of each season, and prior to seasonal events such as tournaments.
3	Pay period	Monday – Sunday.
4	Payment of wages	Payment will be made by Carol Park in cash or via EFTPOS each Saturday.
5	Time sheets	Completed time sheets, detailing duties performed for each day are to be submitted to Carol Park, no later than Saturday of each week for approval.
6	Employment review	This agreement shall be reviewed annually. The contents of this agreement can be reviewed at any time at the request of either party.
7	Employment period	Ongoing. Subject to annual review.
8	Competing business	During the period of your employment under this agreement, the employee shall not be employed by or otherwise engage in or be interested in any business in competition with BDNA, or with any of its subsidiaries or affiliates, except that the employee's investment in any such business shall not be considered a violation of this paragraph if either (a) the employee owns less than 25% of the equity thereof, or (b) such business is not in competition with BDNA.
9	Notices	Any notice required or permitted to be given under this agreement shall be sufficient if in writing and sent by registered mail to the President of BDNA.