

# POSITION DESCRIPTION



<b>Position Title:</b>	<b>Competition Coordinator</b>		
<b>Reports to:</b>	Operations Manager	<b>Direct Reports:</b>	0
<b>Employment Status:</b>	Casual - Clerical and Administrative Staff Grade 3 - Sporting Organisations Award		
<b>Hours</b>	6 - 8 Hours per week		
<b>Melbourne East Netball Association</b>	<p>Melbourne East Netball Association (MENA) is a not for profit, member based organisation which is governed by a volunteer Board of Directors.</p> <p>The Association was established in 1952 and has been providing a range of netball competitions and associated programs (eg Tournaments, Coaching and Umpiring Courses and training) in the Outer Eastern Suburbs for over 50 years. Today the Association consists of sixteen (16) Affiliate Clubs and approximately twenty (20) independent teams located throughout the eastern suburbs, centred on the Heathmont/Ringwood area. Clubs from as far as Park Orchards (North), Bayswater (East), Vermont (South) and Blackburn Lake (West) play in the Association. The Association offers a range of competitions and programs such as, but not limited to:- Open Women's, 17 &amp; Under, 15 &amp; Under, 13 &amp; Under Mixed, 11 &amp; Under Mixed and 9 &amp; Under Mixed Competitions on Saturdays; Walking Netball, Ladies Competitions, Twilight Tournament for Club teams; and a Representative Program consisting of teams for, 17 &amp; Under, 15 &amp; Under, 13 &amp; Under and Development Squad for the 11 &amp; Under age group.</p> <p>MENA is an affiliated member of Netball Victoria (NV) and actively participates in NV programs as part of the Chisholm Region.</p> <p>Melbourne East Netball Association purpose is to provide for the conduct, encouragement, promotion and administration of the sport of netball throughout the eastern suburbs of Melbourne area</p> <p>Melbourne East Netball Association values of transparency, respect, inclusive, unity and integrity are to be maintained at all times.</p>		
<b>Commitment to Child Safety</b>	<p>We require all applicants to undergo background checks and screening prior to or during any appointment. Netball's Commitment Statement to Safeguarding Children and Young People and other important information can be found at <a href="https://vic.netball.com.au/child-safety-netball">https://vic.netball.com.au/child-safety-netball</a></p> <p>At Melbourne East Netball Association, we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball.</p> <p><b>Melbourne East Netball Association Commitment to Safeguarding Children &amp; Young People</b></p> <p>Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. Melbourne East Netball Association is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.</p>		

### Primary Purpose of Position

- This position is responsible for the effective and efficient running of MENA's netball competitions on game days during term time.

### Key Responsibilities

The holder of this position will work as part of a team who are responsible for the following:

- Ensuring the courts and surrounding environments are fit for play prior to the commencement of the first game.
- Ensuring the venue is set up correctly and completely at start of day.
- Communicating relevant game day information out to the MENA community via appropriate methods e.g. phone, Facebook. This may include but not be limited to washouts, delays, court changes, court conditions.
- Assisting club representatives (where applicable) with questions they may have regarding MENA bylaws, the running of the competition and general queries relating to game day information.
- Entering scores into applicable website for all matches played.
- Entering player details into applicable website for all matches played.
- Entering details into the log of any incidents raised throughout the day
- Ensuring that the venue is packed up completely and correctly at the end of play.
- Answering queries from the MENA community.
- Escalating issues where required to the appropriate MENA committee or staff member.
- Available on our major days – Club Tournament, Semi Final and Grand Final Day each season, Pink Day and Blue Day.

The position holder is expected to have or obtain a good knowledge of the MENA bylaws, constitution and competition rules. As this position is the face of MENA on game day the holder must display a professional, calm and courteous manner when dealing with the MENA community and be reliable and honest. Employees are provided with a MENA polo shirt.

### Key Selection Criteria

The successful applicant will:

1. Understanding of Netball Rules, competitions, Bylaws and MENA policies
2. Customer Service Skills A flexible and team-oriented approach to your work.
3. Professional, with a calm and courteous manner.
4. Problem solving skills - Use judgement and make decisions relating to solving problems independently and using initiative by adapting previous experience and know of netball. Guidance and advice will be available.
5. Problem solving skills.
6. Well-developed verbal and written communication skills.
7. Basic computer skills, will undertake training on Netball Connect

### Other Requirements

- Must hold at all times a current Victorian Working with Children Check (required prior to commencement in role)
- Knowledge of social media such as Facebook or Instagram would be advantageous
- Lvl 2 First aid would be advantageous