



POSITION DESCRIPTION

POSITION TITLE	Netball Administration Officer
DEPARTMENT	League Operations

Our Vision

For Australian Rules Football and Netball to be the sports of choice in the Goulburn Murray region.

Our Mission

To promote, manage and develop Australian Rules football and netball in the Goulburn Murray region through leadership, direction and governance.

Our Values	Our Behaviour
<ul style="list-style-type: none"> • Respectful • Accountable • Progressive 	<p>We:</p> <ul style="list-style-type: none"> • Act with Integrity & Respect • Appreciate our Participants • Honour the Rules • Lead by Example • Strive for Excellence • Value Diversity

Overview of Role

Reporting to the League Operations Manager the role of Netball Administration Officer is to provide netball administration services to the GVNL, KDFNL, and SDJFNL on behalf of the respective League Executives.

Other league based administrative duties may also be required from time to time.

The role is a part time position for 15 hours a week on a short term contract to be completed on 31 October 2016.

Job Profile

Match Day Paper Work

- Audit and process all Match Day Paperwork (receive scoresheets, vote cards, etc)
- Notify clubs of errors and issue fines if required
- Distribute all match details to relevant media outlets, clubs, etc

Liaison

- Provide a contact point for all enquires, assistance and training concerning player registrations
- Attend Delegate Meetings and AGMs as required, including preparation and distribution of minutes
- Report to the League Executive on a regular basis
- Maintain games played records to distribute to clubs at the end of the season
- Be the nominated League contact for Netball Victoria

Finals

- Send netball host requirements to clubs hosting finals
- Notify clubs of finals games allocations
- Send lists of eligible players for finals to clubs
- In consultation with League Executive liaise with the Umpires for Finals

Representative Netball

- Oversee organisation of any League arrangements for representative teams
- Assist in preparation for training sessions including communications, venue hire, equipment availability, etc
- Provide operational support to team management and coaching staff (e.g. apparel, accommodation)

Event Management

- Manage netball component of League events and functions (e.g. Vote Counts, Presentation Nights, finals series) including run sheets, invitations, etc
- Manage purchasing and preparations for all medals, trophies and flags
- Administer League Best & Fairest Voting for each grade and powerpoint
- Represent the interests of netball in all football netball events and functions

General

- Organize a 'Hearing Officer' as required for the League
- Assist with promotion of Netball Victoria Club Development Programs and Workshops
- Service Sponsorship agreements to ensure that all entitlements are received
- Assist in reporting newsworthy items through League communication channels
- Ensure accounts payable and receivable are actioned
- Maintain open communication channels with all internal and external stakeholders including League Executive members, clubs, staff and Commission
- Seek to leverage other opportunities for the benefit of netball Leagues and AFL Goulburn Murray