



POSITION DESCRIPTION

Netball Victoria exists to improve people's lives.



Position Title:	Competition Supervisor (State Netball Centre)										
Department:	Community Netball	Reports to:	Performance Competitions Manager Competitions Coordinator - Parkville								
Location/s:	State Netball Centre, Parkville										
Employment Status:	Volunteer										
Honorarium:	Dependent on competition session.										
Employment Conditions	<p>Parkville Netball Competitions are currently held on Monday, Tuesday, Thursday and Saturday along with junior competitions at Riverside on a Tuesday and Thursday.</p> <p>Competitions commence in January and finish in December, unless extenuating circumstances require this to be altered.</p> <p>Hours of engagement per day are as follows:</p> <table> <tr> <td>Monday</td> <td>6.00pm – 10.00pm</td> </tr> <tr> <td>Tuesday</td> <td>6.00pm – 10.45pm</td> </tr> <tr> <td>Thursday</td> <td>6.00pm – 10.00pm</td> </tr> <tr> <td>Saturday</td> <td>7.30am – 4.30pm (pending team registrations)</td> </tr> </table>			Monday	6.00pm – 10.00pm	Tuesday	6.00pm – 10.45pm	Thursday	6.00pm – 10.00pm	Saturday	7.30am – 4.30pm (pending team registrations)
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Saturday	7.30am – 4.30pm (pending team registrations)										
Environment	<p>Netball Victoria is a not-for-profit, member-based organisation which is governed by a volunteer Board of Directors. It is the peak sporting body for netball in Victoria and is affiliated with Netball Australia.</p> <p>Netball Victoria exists to improve people's lives. Our core values of: <i>'We empower each other'</i>, <i>'We strive to go beyond existing barriers'</i>, and <i>'We are leaders'</i> – inform who we are, both individually and collectively, and therefore how we take up our organisational roles.</p> <p>The Netball Victoria Executive Team comprises of CEO and General Managers across: Commercial Development, High Performance, Government Relations & Facilities Development, Member Services, People & Capability, Stakeholder Relations and Product Development, Finance, and Community.</p>										
Commitment to Child Safety	<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 https://vic.netball.com.au/child-safety-netball</p> <p>At Netball Victoria, 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>Netball Victoria Commitment to Safeguarding Children & Young People</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. Netball Victoria 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	
To supervise all aspects of match day competition procedures for Parkville Netball and to ensure that the competition is safe, efficient and run to schedule.	
Key Responsibilities	
Accountabilities	Overview of Tasks
Open & Close	<ul style="list-style-type: none"> Complete the Match Day Checklist at the beginning of each competition night/day to ensure the courts are safe and clear from any risks. If any issues present, rectify immediately by contacting the SNC Venue Responder. Provide First Aid Room key to the First Aid Officer on duty. Turn on Stadium A scoreboards. Ensure Stadium B, C and D scoreboards are set up correctly for central timing. In the case of wet weather which has caused court leaks, make judgement as to the safety of the courts for play; if games are cancelled notify the Competitions Coordinator - Parkville to update the teams. Ensure the kitchenette is clean and tidy. Umpires may use the Umpire Changeroom to store their belongings. Close the Tournament Office.
Administration	<ul style="list-style-type: none"> Complete all required administration tasks, including but not limited to: <ul style="list-style-type: none"> Ensure teams are scoring and have completed attendance in Netball Connect. Ask Umpire Coaches/Court Supervisors to assist following up where team lists have not been submitted. Support clubs with live scoring by adding in scorers on Netball Connect. Utilising Netball Connect ensure all matches start and finish on time. Add in player attendance when requested by teams/clubs. Where notice of forfeits are received by phone or in person, enter the forfeit in Netball Connect and contact the opposing team. Coordinate the direction of the First Aider to courts as required. Ensure photograph consent forms are completed by anyone taking photos and check approval list prior. Advise opposition teams of photographer. Provide bibs to teams as required. Ensure used bibs are placed in the washing basket.
Payment Reconciliation	<ul style="list-style-type: none"> Ensure Court Supervisors, Umpire Coaches and First Aiders sign in on the payment reconciliation sheet and sign out at the end of the night/day. Court Supervisors and Umpire Coaches do not have the authority to make extra payments other than those authorised for the running of the competition.
Rules & Regulations	<ul style="list-style-type: none"> Answer general enquiries, including queries on bylaws. Make decisions in relation to uniform and provide exemptions where necessary. If any incidents occur during the competition, complete an Incident Report form. Record any queries raised by Clubs/Teams that are unable to be answered and forward to Parkville Competition staff to answer.
Contributing to NV Culture	<ul style="list-style-type: none"> Be committed to, and always display behaviours consistent with Netball Victoria's identity anchors. Be open minded and embracing of Netball Victoria employees, communities and stakeholders. At all times, contribute to a safe and healthy environment.
Qualifications, Experience, Skills & Values	
Essential	
<ul style="list-style-type: none"> Good understanding of netball. Excellent communication skills. Working with Children Check linked to Netball Victoria. Current Netball Victoria membership. Strong personal integrity. Strong customer service skills. Ability to work independently. 	

- Ability to meet deadlines and manage time effectively.

Desirable

- Experience as a Court Supervisor/Netball Administrator.
- First Aid qualification.
- Good working knowledge of competition bylaws.
- Some knowledge and/or experience working with individuals, groups or communities from an All Abilities, Multicultural or Indigenous background will be an advantage.