



POSITION DESCRIPTION

Netball Victoria exists to improve people's lives.



Position Title:	Competition Supervisor (Riverside)						
Department:	Community Netball	Reports to:	Performance Competitions Manager Competitions Coordinator - Parkville				
Location/s:	Riverside Tennis and Netball Centre, Ascot Vale						
Employment Status:	Volunteer						
Honorarium:	Dependent on competition session.						
Employment Conditions	<p>Parkville Netball Competitions are currently held on Tuesday and Thursday at Riverside and the SNHC on Monday, Tuesday, Thursday and Saturday.</p> <p>Competitions commence in February and finish in December, unless extenuating circumstances require this to be altered.</p> <p>Hours of engagement per day are as follows pending team registrations:</p> <table> <tr> <td>Tuesday</td> <td>6.00pm – 9.00pm</td> </tr> <tr> <td>Thursday</td> <td>6.00pm – 10.00pm</td> </tr> </table>			Tuesday	6.00pm – 9.00pm	Thursday	6.00pm – 10.00pm
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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', 'We strive to go beyond existing barriers', and '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"> • Open pavilion including Competition Office and First Aid room. • Provide First Aid Room key to the First Aid Officer on duty. • 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 as much as possible. • In the case of wet weather, make judgement as to the safety of the courts for play; if games are cancelled ring the Parkville Competitions Coordinator to update the website/Facebook. • Ensure the kitchenette is clean and tidy. • Lock up the Competition Office, First Aid room and pavilion.
Administration	<ul style="list-style-type: none"> • Complete all required administration tasks, including but not limited to: <ul style="list-style-type: none"> ○ Ensure sanitised match balls are available for umpires to take to the courts. ○ Ensure suitable match balls are available for competition. ○ Ensure all matches start and finish on time. ○ Bibs are not to be provided unless in extreme circumstances (same as opposition or forgotten). The bibs must be then placed in a washing bag and not used again until returned. • Ensure first aid forms are filed for collection by Parkville staff.
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	
<ul style="list-style-type: none"> • 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. 	