



COMPETITIONS CO-ORDINATOR

ROLES & RESPONSIBILITIES

Position Title: Competitions Coordinator

Reports To: President

Role Overview:

The Competitions Coordinator is a key leadership position within the Coffs Harbour Netball Association, responsible for the planning, association, and execution of all netball competitions and events. Reporting directly to the President, the Coordinator will ensure that competitions run smoothly and efficiently, fostering a positive and inclusive environment for players, teams, and the community.

Key Responsibilities:

- **Reporting Roles/Subcommittee Oversight:**

The Representative Coordinator oversees the management and development of the association's representative teams, ensuring effective communication and coordination among subcommittees.

- **Junior Registrar**

- Oversees the administration of junior competitions, handling registrations, schedules, and inquiries to ensure seamless operations.

- **Senior Registrar**

- Oversees the administration of senior competitions, handling registrations, schedules, and inquiries to ensure seamless operations.

- **Mixed Registrar**

- Oversees the administration of mixed competitions, handling registrations, schedules, and inquiries to ensure seamless operations.

- **Junior Umpires Convenor**

- Coordinates the scheduling and management of umpires for junior competitions, ensuring proper coverage and support.

- **Senior Umpires Convenor**

- Coordinates the scheduling and management of umpires for senior competitions, ensuring proper coverage and support.

- **Mixed Umpires Convenor**

- Coordinates the scheduling and management of umpires for mixed competitions, ensuring proper coverage and support.

- **Coaching Convenor**

- Develops and implements coaching programs, providing resources and training to club coaches to enhance athlete and coach development.

- **Net-Set-Go Co-Ordinator**

- Implements and promotes the Net-Set-Go program, focusing on youth engagement and participation in the sport.

- **Competition Planning and Management:**

- Develop and maintain a comprehensive competition schedule, including fixtures and draw management through Netball Australia's Play HQ

- Oversee team registrations and ensure accurate record-keeping for all participants

registered with CHNA utilising Netball Australia's Play HQ. This is to include CHNA Executive members, CHNA Life members and officials.

- Liaise with relevant registrar/s and Umpire/s Convenor to organise and manage game days, including venue setup, logistics, and coordination of officials.
- Ensure all registration products are available on the Netball Australia Play HQ program by the set dates as defined by the CHNA Calendar
- Send off monthly payments' spreadsheet within five (5) days of the end of month to the CHNA Treasurer
- **Communication and Engagement:**
 - Serve as the main point of contact for CHNA affiliated clubs regarding competition-related inquiries.
 - Distribute timely information and updates about competitions, rules, and schedules.
 - Promote a culture of sportsmanship and inclusivity among participants.
 - Keep accurate records of affiliated clubs and their playing uniforms
 - Maintain accurate records of CHNA members achievements and accreditations supplying a copy to the CHNA Secretary.
- **Collaboration:**
 - Work closely with the President and the Executive Committee to align competition activities with the association's goals and policies.
 - Coordinate with the relevant Sub Committees to ensure adherence to competition rules and fair play.
 - Engage and manage volunteers to assist with competition operations, enhancing the community involvement.
- **Promotion and Development:**
 - Assist in promoting competitions and events to increase community participation and engagement.
 - Gather and analyse feedback from participants to identify opportunities for improvement.
 - Contribute to the planning and execution of special events, tournaments, and fundraising activities.

Qualifications:

- Strong understanding of netball and its rules.
- Excellent associational and time management skills.
- Strong communication and interpersonal abilities.
- Have a Working with Children's Check (WWC) & submit to CHNA Secretary
- Proficiency in technology and software for scheduling and communication.

Commitment:

- Work collaboratively with executive and council members to enhance the association's success. Focus on the collective goals of CHNA, fostering a spirit of unity beyond individual club affiliations.
- Present submitted reports to the Executive Committee & Council on behalf of the convenors & sub-committees
- This position may require availability during evenings and weekends, especially throughout the competition season. Flexibility is essential to meet the needs of the association.

Benefits:

- Contribute to the development and success of netball in the Coffs Harbour community.
- Opportunity to build leadership skills and engage with a network of like-minded individuals.

This role is vital to the success of the Coffs Harbour Netball Association, ensuring that all competitions are well-organised and enjoyable for participants, ultimately helping to foster a thriving netball community.

VERSION CONTROL			
DATE	VERSION	NOTES	UPDATED BY