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| **POSITION DESCRIPTION – Competition Recorder** | |
| **Organisation:** | Mandurah Netball Association |
| **Job Title:** | Competition Recorder of *Mandurah Netball Association* |
| **Position Type:** | Voluntary |
| **Reports to:** | Competition Coordinator  Board members of *Mandurah Netball Association*  President of *Mandurah Netball Association* |
| **Currently filled by:** |  |
| **Commencement date:** |  |
| **End date:** |  |
| **Time Commitment:** | One Year |
| **POSITION REQUIREMENTS** | |
| **Purpose**  To effectively manage the ***Mandurah Netball Association***’s fixtures and results for all competitions | |
| **Knowledge/Skills**   * Organisation and time management skills * Ability to respond to enquiries/problems quickly and effectively * Computer literacy skills | |
| |  | | --- | | **RESPONSIBILITIES AND DUTES** |  * Liaise with the Competition Coordinator * Use the MyNetball Competition features to create the playing fixtures for all Mandurah Netball Association seasonal competitions for Seniors, Junior and NetSetGo * Use the MyNetball Competition features to record results in a timely manner * Ensure all ladders are up to date and accurate * To carry out regrading requests as advised by the Competitions Coordinator * Adjust scores as advised by the Umpire Coordinator or Competitions Coordinator due to fines or infringements of the Associations By-Laws * Deal with queries and requests from clubs/teams in relation to fixtures or recorded scores * To produce scoresheets for each game * Monitor and record players playing up as per the rules and by-laws of the Association | |

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| ADDITIONAL INFORMATION |
| Required Checks:   * Proof of Identity * Reference Check * Working With Children Check * Volunteer Police Clearance |
| The opportunity to:   * Work as part of team dedicated to the growth and development of Mandurah Netball Association * Meet and network with other volunteers and industry professionals * Have input into the goals and objectives of Mandurah Netball Association * Use one’s skills in a positive and engaging way |
| Reimbursement of Out-­‐of-­‐Pocket Expenses  (subject to advance authorization and presentation of receipts) |
| For further information regarding this position please contact  *Mandurah Netball Association*  *Email :* [*mna@bigpond.net.au*](mailto:mna@bigpond.net.au)  *Phone : 089581 5054*  *Please note the Office is only attended Monday and Friday from 10am-2pm* |

