July 2021

**This Letter of Offer is between:**

**Example Netball Association**

And

**[NAME]** of [ADDRESS]

**POSITION:**

We are pleased to offer you the position of Administration Officer for Example Netball Association

**TERM:**

This position shall commence on [DATE] and is a permanent part time position.

A 3-month probationary period will apply. During the probationary period the employee and employer may terminate the employment by giving one week’s notice in writing.

**REQUIREMENTS:**

You will report directly to the General Manager and will be required to

* Provide general administration support of the Example Netball office including:
  + administration of Stadium court bookings;
  + regular promotion of the Association, its competitions and events, through social media, web, email, print;
  + preparation of graphics for above campaigns
  + maintain a Working with Children register for all Example Netball staff and volunteers stationary orders
  + collecting mail
* Provide support to the competition’s office, including the weekly set up of screens for all competitions;
* Provide support to the representative team program, specifically around peak times (Tournament and Trials)
* Maintain a positive relationship with stakeholders including ;-
  + Example Netball Management, Staff & Board.
  + Example Netball Clubs
  + Sportlink Management & Staff
  + Example Netball Volunteers
  + Players, Coaches, Officials and Volunteers
* Other duties as directed by the General Manager.

A full Position Description is attached to this Letter of Offer.

**REMUNERATION:**

**Hourly Rate**

Remuneration is calculated as per the Sporting Organisations Award 2020 which is subject to change from time to time. At the time of writing, the hourly rate specified is above the minimum award rate.

* You will be paid a salary of - per hour exclusive of superannuation (**Salary**).
* Your hourly rate is payable for 18 hours per week, with overtime paid at penalty rates as per the award.
* You will receive your pay fortnightly, less applicable taxation, into your nominated bank account.

**Superannuation**

* The Employer will, in addition to the salary, make superannuation contributions in accordance with the Employer's obligations under the *Superannuation Guarantee (Administration) Act 1992* and any regulations made pursuant thereto.
* You must provide to the Employer written notice of your choice of superannuation fund before you commence your employment.

**HOURS OF WORK:**

* Your ordinary hours of work are 18 hours per week, worked within the required roster, and may include some after hours and weekend work from time to time.
* You will be required to fill out a timesheet of hours worked per week.

**LEAVE ENTITLEMENTS:**

**Annual and long service leave**

* You will be entitled to annual leave in accordance with the NES in the FW Act and its replacements from time to time.
* Annual leave must be taken at a time or times to be approved by the Employer.
* You will be entitled to long service leave in accordance with applicable legislation, being the *Long Service Leave Act 1992* (Vic).

**Personal/ carer’s leave and compassionate leave**

* You will be entitled to up to ten (10) days of paid personal/ carer’s leave per year of service if you cannot attend work due to illness or injury, or need to care for or support an immediate member or other member of your household due to their illness, injury or unexpected emergency.
* Untaken paid personal/ carer’s leave will accumulate from year to year but will not be paid out on termination.
* You may be granted unpaid personal/ carer’s leave if you have exhausted your paid personal/ carer’s leave and you provide proof in the form of a medical certificate or statutory declaration.
* You are entitled to two (2) days paid compassionate leave, per event, in the event of the death or a serious life-threatening illness or injury of an immediate family member or member of your household.
* Untaken compassionate leave does not accumulate from year to year and will not be paid out on termination.
* The Employer may require that you provide a medical certificate, or, if it is not reasonably practicable to do so, a statutory declaration for any absence from work for personal/ carer’s or compassionate leave, whether paid or unpaid. This may especially be requested for any absence before or after a weekend or public holiday or period of annual leave.
* You must give the Employer notice of your intention to take personal/ carer’s or compassionate leave as soon as practicable. You must also advise the Employer of the period or expected period of leave.

**Other Leave**

You will be entitled to parental, domestic violence and other prescribed leave in accordance with the Act.

**Uniforms**

You will be supplied with a uniform which must be worn while carrying out your position on competition and tournament days.

**Working with Children**

If you are over the age of 18yrs, you are required to hold a valid Working with Children Check. You undertake to provide a copy of your valid certificate to the Example Netball office by the end of March 2021

**Code of Conduct**

Example Netball is affiliated with Netball Victoria, and as such abides by the codes, policies, procedures and regulations of Netball Australia and Netball Victoria. This includes the Victorian Government’s new Fair Play Code which outlines the standards of behaviour expected for everyone involved in sport and recreation. As a Example Netball Association Employee, you are expected to abide by the Code of Conduct, attached to this Letter of Offer.

**Termination**

At any time during the term of this agreement, you or the Association may terminate this agreement by the giving of four (4) week’s notice in writing to the other party. In the event of a breach of the terms of this agreement, the Association reserves the right to terminate the agreement without notice.

If you agree to the terms of this Letter of Offer, please sign and return to the General Manager.

Yours sincerely,

**General Manager**

I, [NAME] agree to the terms of this letter

Dated this day of 2021