**Important Note:** This Position Description has been provided as a general position description only. Please edit the logo and content to ensure it reflects the needs of your organisation and delete this message prior to releasing the Position Description

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| **Position Title:** | **Competition Supervisor** | | |
| **Reports to:** | Executive Committee | **Direct Reports:** | N/A |
| **Employment Status:** | Volunteer | | |
| **Time Commitment** |  | | |
| **Netball Victoria** | 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.  Netball Victoria exists to improve people’s lives. Our identity anchors of: ‘*We enable each other shine’,’ We have no limits; we’ve got this’, and ‘We are leaders’ –* inform who are, both individually and collectively, and therefore how we take up our organisational roles.  The Netball Victoria Executive Team comprises of CEO and General Managers across: Commercial Development, High Performance, Government Relations & Facilities Development, Member Services and People & Culture, Participation and Product Development, Finance, and Communications, Marketing and Partnerships. | | |
| **Commitment to Child Safety** | 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>  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.  **Netball Victoria Commitment to Safeguarding Children & Young People**  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. | | |

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| **Primary Purpose of Position** |
| * Supervise all aspects of competition procedures for the Association and to ensure that the competition is safe, efficient and run to schedule |

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| **Key Responsibilities** |
| **Before the Competition**   * Complete the match day checklist/Safe Netball App * Ensure all scorecards are available for collection prior to each round of matches * Preparation of equipment ie: balls, rings etc. * Collection of Money ie: court fees * Distribution of correspondence/Information to teams   **During the Competition**   * Be available and visible to participants during the competition * Ensure the court area is safe (in conjunction with the umpire supervisor) * Record and respond to any incidents/injuries as they occur * Manage the timing of all matches * Enter results into MyNetball   **Conclusion of the Season**   * Attend the Association meetings * Make recommendations for change or improvement of the competition to the association, Committee and Centre Management |

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| **Knowledge, Skills & Abilities** |
| * Good understanding of netball * Well organised * Can communicate effectively and has good interpersonal skills * Has a good working knowledge of the constitution and bylaws * Demonstrate initiative and ability to work in an autonomous manner * Strong customer service skills * Experience as a competition supervisor/administrator * First aid qualifications |

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| **Other Requirements** |
| * Induction Training * Police Check * Working with Children Check * Other (please specify) |