



SPRING COMP COORDINATOR

STATUS: OFFICE BEARER (VOTING RIGHTS)

QUALIFICATIONS: **Essential**
Good People Skills
Good knowledge of Netball
Pleasant manner

Beneficial
Been a member of the Grounds Committee in the Day Competition

DUTIES AS LISTED IN BY LAWS:

“Submit a written report to the Executive Committee for distribution to Delegates and Club Secretaries and publication on the Association Web Site prior to every Executive Committee Meeting, Special General Meeting and Annual General Meeting.

The Duties of the Spring Comp Coordinator of the Association are:

- (i) Liaise with the Secretary, Fixtures Convenor, Grading Convenor and Spring Comp Umpires Convenor and Spring Comp Registrar regarding Spring competition.*
- (ii) Provide equipment required by Spring Comp Supervisors.*
- (iii) Support Spring Comp Supervisors.”*

RESPONSIBILITIES RE ABOVE DUTIES:

Liaise with all relevant parties involved in the Spring Competition - Secretary, Fixtures Convenor, Spring Comp Umpires' Coordinator, Spring Comp Registrar to ensure the smooth running of the Association's Spring Competition.

During the latter part of the Day Competition endeavour to obtain nominations from four (4) people willing to become a Spring Comp Supervisor.

Ensure all equipment and documents necessary for the smooth running of the Association's Spring Competition are picked up from Canon Road Courts after Grand Final Day or purchased as required and transported to Lofberg.

Ensure that the Spring Supervisors are aware of their responsibilities and the procedures to be followed and copies of their duties are on site for clarification throughout the competition. And they work together with the Spring Comp Umpire's Coordinator so that all courts of umpires before the games commence. Also provide them with any notices that need to be displayed each night.

Prepare a contact list of Club Representative for your area and ensure copies are supplied to all relevant members with respect to the Spring Competition.

Office Bearers are required to endeavour to attend Special General Meetings and the Annual General Meeting as listed in the calendar to ensure there is always a quorum as required under the Constitution.

OTHER RESPONSIBILITIES:

In conjunction with all relevant parties ensure that information in respect to the Spring Competition has been provided to all clubs prior to the commencement of the competition.

Arrange for wet weather notice to be put on wet weather record and web page

Contact Administration Manager to arrange for the mobile phone to be reconnected.

Contact the Secretary of any problems with the court and/or lighting which need to be reported to Ku-ring-gai Council

Ensure that the First Aid Kit is fully equipped.

Check with the Spring Supervisors that they are arranging for ice to be at Lofberg every night.

Together with the Fixtures Convenor ensure that score sheets are provided prior to play.

Liaise with the Spring Comp Registrar to ensure a progressive points notices are available and on display at the courts.

Liaise with the Spring Comp Umpire's Coordinator to ensure smooth running of the competition.

Ensure that all teams playing in the final series of this competition are notified if there are any changes in playing times. Enough time must be given to these teams so that they can make arrangements for all players to be advised.

Ensure that the Administration Manager is given enough time to order sufficient recognition awards for winners, runner ups and minor premiers and any other awards that may need to be presented on Grand Final nights.

Ensure the Executive is aware of any changes of times or playing days during the final's series.

Bring any contentious issue that may need action to the notice of the Executive Committee.

Once season is completed arrange for equipment to be taken back to Canon Road Courts.

Any other duties that may be required or requested by the President or Executive liaison during the year.