



POSITION: COURT BOOKINGS COORDINATOR

STATUS: Casual employee

RESPONSIBLE TO: KNA Treasurer

BACKGROUND

Usage of netball courts in the Ku-ring-gai Council area for netball games and training by KNA and its clubs must be booked in advance by KNA.

Court bookings are channeled through the Court Bookings Coordinator. KNA is charged by council for court hire and usage of lights. Clubs are on-charged for their share.

Courts include Canoon Road, Lofberg, North Turramurra, The Glade and Roseville. Currently St Ives court bookings are handled by St Ives Netball Club.

Lights at Lofberg & Canoon are manually switched on and off using codes on a mobile phone.

RESPONSIBILITIES

- Issue Court Booking Forms. Collate court requirements for competitions and training by clubs and rep teams.
- Negotiate alternative times with the parties where demand exceeds the available courts.
- Book courts through the council portal. Forward invoice data to the Admin Officer for payment.
- Oversee activation and deactivation of court lighting. Delegate a team of people authorised to do so and provide backup as necessary.
- Check council's charges for lighting and forward to Admin Officer for payment.
- Maintain booking records so that clubs and the rep program are accurately charged for their court and light usage.
- Liaise with council on any court or booking issues.