



GRADING CONVENOR

STATUS: OFFICE BEARER (VOTING RIGHTS)

QUALIFICATIONS: Essential
Good People Skills
Good Organisational Skills
A sound knowledge of Netball

Beneficial
Prior experience as a Grader
Been a member of the Grading Committee

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 Grading Convenor of the Association must convene meetings of the Grading Committee and supervise the grading of teams.”

RESPONSIBILITIES RE ABOVE DUTIES:

Convene a pre-season meeting with Grading Committee to discuss plan of action for the year ahead.

Inform Convene a Grading Meeting to be attended by all club Grading Convenors, Registrars & Secretaries the process for submitting teams and their proposed grades.

Be available to Chair any grading disputes that may arise.

With the help of the Grading Committee, organise a grading day for 9-year-old teams prior to the commencement of the season, liaise with the Ground and Umpiring Convenors to ensure the timer has been set and umpires are available for the games.

Once all clubs' teams and proposed grades are received convene a meeting of the Grading Committee to allocate all teams into appropriate grades and age groups.

Convene a meeting specifically for regrading if required and submit a report on the outcomes and advise updates to all relevant parties.

Be available to answer any queries clubs may have with their entry forms and ensure all relevant information needed to assist with the grading of teams has been supplied with their registration papers.

Ensure that the Borrowing Guidelines set prior to competition by the Grading Committee and provide a copy to:

- KNA Fixtures Convenor
- Website Administrator
- All Club Grading Secretaries
- KNA Registrar
- KNA Secretary/Executive
- KNA Spring Comp Convenor
- KNA Umpires Convenor & Committee
- KNA Grounds Convenor

Ensure the Borrowing Guidelines are displayed at the courts and adequate copies are available for members. Also ensure that the Grading Committee is available to answering borrowing questions that may come up during the season.

Notify the KNA Fixtures Convenor, KNA Umpire's Convenor & Committee, KNA Registrar, KNA Secretary, KNA Executive, KNA Spring Comp Convenor, KNA Grounds Convenor as quickly as possible of any regrading the Committee has recommended.

Notify all clubs the outcome of regrading.

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

If not available endeavour to have copies for delegates, life members and all other interested members attending Association Meetings.

Prepare a contact list of Club Representative for your area and ensure copies are supplied to all members of the Grading Committee.

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:

When necessary, arrange physical grading for teams.

When requested assist, or appoint a member of the committee, to help clubs that may be having problems grading their teams.

Together with all members of the Grading Committee be available to answer any grading issues that may arise throughout the season.

Bring to the notice of the President and the Executive Committee any contentious issues that may arise with respect to all aspects of grading.

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