



St Albans Caroline Springs Netball Association Inc.

RACA: A0005410N - ABN: 70 904 230 782

Position description

Position title: **Court Supervisor**
Division: **Sydenham, Caroline Springs, Keilor and Cobblebank**
Reports to: **Committee**
Prepared by: Jan Schulz
Date: Jan 2024

Honary: **\$25 per Senior Games**

St Albans Caroline Springs Netball Association Inc. (SACSNA) is a non-profit organisation operated by volunteers providing a netball competition to all members of our community.

We have four stadium locations at Sydenham, Caroline Springs, Keilor and Cobblebank.

Sydenham and Caroline Springs have junior competitions. Senior competitions are played at all venues. All venues have junior and senior representative players that represent our Association at the state Netball and Hockey centre, Parkville.

Child Safety

We require all persons to undergo background checks prior to or during any appointment. SACSNA is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe. 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.

Other important information can be found at <https://vic.netball.com.au/child-safety-netball>

At SACSNA we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball.

Summary

The Court Supervisor is primarily responsible for supervising all aspects of competition procedures, ensuring that the competition runs smoothly and to schedule, and attending to any issues or concerns that may arise, including problems with spectators. The court Supervisor works with and supports the umpires on her court/s. She will offer feedback to umpires and help to create a positive environment for both players and umpires.

Knowledge & Experience

- Previous experience in a customer service role
- Strong communication skills
- Cash handling experience
- Knowledge and experience in the sport of Netball
- Working with Children's check
- Sound knowledge of the Association rules and procedures

Desirable

- Netball Australia Umpires Accreditation

sacsna.wixsite.com/netballscs

www.facebook.com/stalbanscarolinespringsnetballassociation

President
Mrs Sabrina Taylor
(M) 0431 822 774

Vice President
Mrs Maz Bruzzese
(M) 0434 332 374

Secretary
Miss Shontelle Cini
(M) 0403 013 900



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Essential Competencies and Duties

1. Opening Duties
 - 1.1. Open venue and disarm the alarm.
 - 1.2. Turn Lights on and put poles out if not already out – Sydenham only put padding around poles.
2. Admin Preparation
 - 2.1. Log into netball connect 4 and move players into their respective teams and print scoresheets for all games.
3. Finance & Bookkeeping
 - 3.1. Keep a record of all money coming in and going out on the Summary Sheet.
 - 3.2. Pay umpires and themselves either by cash or EFT.
 - 3.3. Money and summary sheet to reach the Treasurer within the current week.
4. Facilitation of Matches
 - 4.1. Advise teams of any walkovers change in times.
 - 4.2. Advise umpires of their game times.
 - 4.3. Replace sick or injured umpires.
 - 4.4. Record late on court or out of uniform on score sheets.
 - 4.5. Check all players and umpires are in uniform.
 - 4.6. Ensure there are two scorers to time and score all games.
 - 4.7. Keep a record of any injuries in the Injury Book.
5. VNA
 - 5.1. VNA is paid through netball connect.
 - 5.2. Remind players to link to SACSNA if VNA paid elsewhere.
 - 5.3. Juniors only – sight proof of DOB so these players can be added to our data base.
6. Post – Match Admin
 - 6.1. Enter results in netball connect within 24 hours of match.
 - 6.2. Record player votes and games played on registration forms.
7. Pre-Lock Up
 - 7.1. Put poles away. (pole padding to be put in the office at Sydenham)
 - 7.2. Pick up rubbish.
8. Lock - up
 - 8.1. Lock office and turn lights off, arm the alarm and lock venue. Close front gate with remote at Sydenham.
 - 8.2. Drop keys to Darshanie (Sydenham only)
9. Duty of Care
 - 9.1. Deal with emergency services if required e.g. police / fire / ambulance.

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9.2. Deal with angry parents / spectators / players

10. Facilitation of Finals

- 10.1. Organise scorers/umpires for finals. (Must have two scorers)
- 10.2. Through netball connect remove all non-qualified players from the team before printing score sheets for finals. Names can not be written on.
- 10.3. Pick up trophies for their particular night for distribution.
 - Netball Victoria Membership
 - Working With Childrens check
 - Integrity and honesty
 - Well Organised
 - Committed member of the association

**SACSNA reserves the right to modify position descriptions as required.
Staff will be consulted should this occur.**

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