

Job Title:	Grading Convenor
Reports to:	President
Date of Effect:	1 February 2020

Mission	To provide a happy, safe and inclusive environment for our players, coaches, umpires and volunteers and we continually look for ways to make a positive impact for our netball community.
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Primary Job Purpose	Responsible for all matters in relation to Grading at WNC.
Job Responsibilities	<ul style="list-style-type: none"> • To grade and place all age groups into teams • To submit these teams to KNA, with recommendation for grade to be placed in • Ensure there is a venue and dates organized for grading • Provide information for blue book and at registration regarding these dates • Liaise with registrar to obtain list of players registered to play • Do a rough paper grade before grading to assist with coordinating games at grading • Provide details to grading committee of players trailing and their history • Obtain coaches reports from previous season and distribute to committee • Prepare game grids for grading day, ensuring all players get equal time on court • Ensure there are umpires and equipment for grading day • Work with committee to ensure balanced teams • Respond to players and parents who request feedback/disputes after grading • Bring to the notice of the president contentious issues that may arise with respect to all aspects of grading. • Ensure final team lists are on website in reasonable time • Follow up with KNA any requests for change of grade, either at start of season or at re-grading • Paper grading prior to first grading day based on coaches reports • Ensuring grading committee know the procedures of grading • Organising grading day • Observe and if possible attend training of teams in liaison with committee members.
Budget Management	NIL

JOB HOLDER CAPABILITIES

Skills and Experience	<ul style="list-style-type: none"> ○ Leading and Supervising ○ Integrity & Discretion ○ Dispute resolution ○ Verbal and written communication ○ Analysing ○ Adapting and Responding to Change
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WAHROONGA
NETBALL

- Attention to detail.

