



Position Description – Administrator

Position Details

- Position Title:** WDNA Sports Administrator
- Location:** Based at the Waverley District Netball Association (WDNA) courts, Cnr Cassinia Avenue & Farmer Street, Ashwood, but may be required to work and/or be based at other locations as necessary.
- Employment Type:** The role is a 12-month contract position, with the possibility of future extensions and renewals.
- Time Fraction:** The role will be 10-20 hours per week over 2-3 days, alternate/extra time requirements may arise from time to time. Whilst it is proposed the work pattern will maintain a level of flexibility to allow appropriate oversight of all competitions and associated programs, it is preferred if the applicant can work some hours on a Monday and some hours on a Thursday evening.

Waverley District Netball Association

Netball in the Waverley District began around 1961, the Western Zone moved to our current location in 1978. In 1980 we became Waverley District Netball Association.

WDNA competitions are currently located at Cnr Cassinia Avenue & Farmer Street, Ashwood and we are now also a tenant at the redeveloped Oakleigh Recreation Centre. We also have a Sports Administrator at Oakleigh.

Currently our netball community comprises of more than 286 teams. Players range from juniors through to adults representing a variety of abilities.

[WDNA Website](#)

Position Summary

Primary responsibilities of this position will include: -

- Reporting Directly to the WDNA Treasurer you will undertake administration tasks associated with the successful conduct of WDNA competitions including: -
 - **MyNetball Administration**
 - Complete Team entries at beginning of each season
 - Set up competitions including Finals
 - Create necessary forms including Netball Victoria Membership (VNA)
 - Allocate teams to grades at beginning of the season and update after grading is completed
 - Ensure fixturing is accurately completed in a timely manner.
 - Continuously review VNA membership & merge any duplicated accounts
 - Assist clubs with VNA & MyNetball enquiries
 - Print fixtures and scorecards each week and deliver to courts by Friday 5pm
 - Become proficient in MyNetball replacement when rolled out late 2021
 - **Finance Administration**
 - Banking of weekly cash payments as required
 - Processing of Accounts Payable invoices and payments
 - Assist with umpire & coach payments where required
 - Administer all invoicing which includes but not restricted to club team entries, outstanding invoices and miscellaneous
 - **Court Bookings**
 - Manage court hire including ensuring the venue is ready for external use and recording activity on our events calander

- **Representative Team Administration**
 - Distribute Representative Letters of Offer
 - Set up and administer Rep Trial Selections (eg try booking & collating of data)
 - Update collection of fees, follow up emails for unpaid, advise committee of any not paid
 - Collate and collect Rep Player information for each team record keeping
 - Coaches pays – collate data and input into pay sheet for Rep Chairperson to sign off on.
 - Lodge teams for Tournaments as instructed by Rep Sub Committee and pay any invoices accordingly
- **Umpire Administration**
 - Prepare rosters each week for umpires and provide final roster to WDNA Treasurer each Thursday evening
 - Liaise with Umpire Development officer for relevant requirements for coaches to be rostered and umpires to be tested
 - Liaise and provide feedback to umpire sub-committee as required
- **General Administration**
 - Assist with the grading committee
 - Set up NetSetGo registration link
 - Work closely with the Sports Administrator for Oakleigh Rec
 - Respond to general enquiries
 - Assist with Team / Club Requests that may arise from time to time.
 - WWCC information collation, reviewing and checking to ensure they are up to date & correct.
 - Provide reports, support and advice to the WDNA Treasurer as required.
 - Other tasks as directed by the WDNA Treasurer
- Maintain a positive relationship with stakeholders including: -
 - WDNA Netball Clubs
 - WDNA Netball Volunteers
 - Netball Victoria
 - Sponsors and other commercial partners
 - Players, Coaches, Officials and Volunteers
 - Other associated Organisations, Schools and Interested parties and stakeholders
 - WDNA Exec Committee (President, Vice President, Secretary & Treasurer)
 - ORC Sports Administrator
- Other Duties as directed by the WDNA Treasurer

Reporting Line

Reports to: WDNA Treasurer

Organisational Accountabilities

WDNA is committed to the health, safety and wellbeing of its staff. WDNA and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, and privacy practices. WDNA also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Key Accountabilities

- Carry out duties required to successfully complete the primary responsibilities and tasks plus those directed by the WDNA Treasurer
- Work closely with the Association to ensure effective delivery of programs and initiatives
- Active promotion of the Association based events through email, print and meeting attendance (as required)
- Assist with all WDNA Competitions and associated programs.
- Assess, recommend and where directed, implement improvements to current policies, processes, and procedures required to successfully conduct the WDNA competitions and programs

Key Selection Criteria

1. Have a can-do attitude and be ready to roll up your sleeves and pitch in when required. Including working outside normal hours on occasions.
2. Have strong customer service, planning and administration skills.
3. Effective oral and written communication skills.
4. Strong time management skills and problem-solving skills with the ability to work autonomously and as part of a dynamic team.
5. Have strong computer skills with a thorough knowledge of the Microsoft Office Suite & Google suite
6. Understanding of MyNetball is an advantage.
7. Must have or be prepared to obtain a Working with Children Check

Qualifications

Ideally the person fulfilling the role will possess a background in sport and recreation administration or similar roles.

Note: Appointment to this position is subject to passing a Working with Children check and Relevant Police Check.