



## Position Description

Social Netball Court Supervisor

### POSITION DETAILS

<b>POSITION TITLE:</b>	Social Netball Court Supervisor
<b>REPORTS TO:</b>	Competitions Manager
<b>DEPARTMENT:</b>	Programs & Participation
<b>ORGANISATIONAL LEVEL:</b>	Level 1 - Fitness Industry Award
<b>LOCATION:</b>	Sydney Uni Sports & Aquatic Centre (SUSAC)
<b>EMPLOYMENT STATUS:</b>	Casual

### HUMAN RESOURCES STATUS

<b>Does this position fall under the definition of Child Related Employment?</b>	NO
<b>Does this position require the employee to undergo criminal reference check?</b>	NO
<b>Does this position require the employee to demonstrate good driving record or possess a good driving record or possess a specific drivers licence?</b>	NO
<b>Will the employee be required to make disclosure of pecuniary interest?</b>	NO
<b>Could there be a conflict of interest with a secondary employment?</b>	NO

### STAKEHOLDERS

<b>Primary Internal Stakeholders/Contacts</b>	Relevant SUSF staff
<b>Direct Reports</b>	Social Netball Umpires
<b>Primary External Stakeholders/Contacts</b>	University students & staff, community members



## The Organisation:

Sydney Uni Sport and Fitness (SUSF) is a dynamic organisation providing sporting, recreation and fitness services to the University and general community. This involves the management of over 40 sporting clubs, a number of fitness, health and other sport-related facilities, and the coordination of University and community based sport and recreation programs.

## General Description:

Casual staff of the Social Netball Competition programs work closely with the SUSF Social Netball Coordinator to promote, implement and deliver quality sport and recreation activities to the University and its local community.

## Duties:

### 1. Administration:

- Learn and implement SUSF's policies and procedures.
- Attend staff training and meetings as required.
- Ensure all participants are registered and sign in prior to participating in the competition. Any individual whose name does not appear on the sign in sheet should not be allowed to participate until they register.
- Accurately record all results and ensure they're submitted to the Social Netball Coordinator without delay.

### 2. Program:

- Arrive at least 1 hour prior to the commencement of the competition.
- Ensure you are up to date with staff notices, prepare results sheets and organise players ahead of the start of play.
- Ensure that games are kept on schedule.
- Prepare the playing field/s, court/s and/or equipment. This involves:
  - Setting up goals, goal posts, playing areas
  - Removing any hazards from the playing area e.g. raising basketball rings, removing rubbish, etc.
  - Obtaining appropriate playing equipment from storage cages e.g. bibs/brads & balls
  - Setting up the scoreboard (where available) and signage
  - Request courts are swept
- Ensure all players and spectators sign in
- Keep appropriate notes on shift
- Ensure that players maintain an acceptable level of discipline and sportsmanship; abuse of referees/umpires and/or other players is unacceptable. In circumstances where unacceptable behaviour occurs, you must issue a formal warning and immediately notify the University Programs Manager who will then follow up the issue.



### **3. Work, Health & Safety:**

- Be aware of and comply with SUSF's Work, Health & Safety policies and procedures.
- Take reasonable care to protect your own and others' safety in the workplace and work in a safe manner at all times.
- Report any hazard or emergency to an SUSF staff member of the Social Netball Coordinator immediately and assist as directed.
- Check the environment (indoor and outdoor) before each competition and ensure all competition areas are clear of hazards. At the end of each competition, ensure all equipment is packed and the playing area left in a tidy state i.e. rubbish collected.

## **Qualifications & Experience:**

### **Essential:**

- Current First Aid qualification
- Organisational and time management skills
- Reliable

### **Desirable:**

- Experience in Netball Umpiring and officiating
- Intimate knowledge of working within a university-based environment
- Understanding of industry best practice

## **Accountability:**

This position reports to and is accountable to the, Competitions Manager and SUSF Programs & Participation Manager.

## **Conditions of Employment:**

- The position is in accordance with the terms and conditions of the Employment Agreement and the relevant modern award.
- The position has a 1 month probationary period
- The availability to work as required to meet the demands of the position and commensurate to the level of the position.
- SUSF reserves the right to alter this duty statement at any time.