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## MATCH DAY SUPERVISOR JOB DESCRIPTION

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### Our Organisation

The Darwin Netball Association (DNA) is the governing body for netball in the Darwin region. We aim to unite, inspire, enrich and support those who love the sport of netball as much as we do.

The DNA has an elected Management Team who are volunteers. The DNA has a paid Administrative Officer who coordinates the administrative functions of the Association to lessen the burden on the volunteers.

### Position Requirements

- The role is a paid position.
- Position Classification: Casual Admin Grade 1
- Position Hours: Wednesday Junior Comp – Hours 4.30pm – 9.00pm
- Reports to DNA President/DNA Vice President
- Must have a current working with children check/card.

### Primary Purpose

Promote compliance with all DNA policies and follow procedures that adhere to the Association's values and strategic goals.

### Key Relationships

- DNA Management Team
- Club Team Managers
- Club liaison (if not performed by the same person)
- Venue Operations Staff (Netball NT)
- Match Umpires
- Bench Officials

### Skills Required

- Strong interpersonal and communication skills and proven ability to work with a complex and diverse group of stakeholders
- Ability to multitask and focus on several issues simultaneously
- Understanding of sport culture and organisations, including working with volunteers
- Experience in working independently and as an integral part of a team.
- Be motivated and proactive with an ability to use initiative to solve problems.
- Friendly and caring attitude
- Is well informed of all DNA activities
- Understanding of the DNA's constitution, by-laws, policies and procedures
- Is a supportive leader for all DNA members
- Can maintain confidentiality on relevant matters
- To acknowledge the requirement for separation of personal interests and DNA matters
- Act in the best interest of the DNA at all times whilst in the assigned role.



# Darwin Netball Association

## Outcomes and Measures

- Matches are conducted in accordance with DNA's rules and operating procedures
- Matches are conducted in accordance with health and safety policies for athletes, volunteers and spectators
- Any incidents are dealt with promptly and in accordance with the Netball NT's venue policies and DNA's operating procedures.

## Duty Statement

- Assist at the entry gate from 5pm to 5.30pm.
- Relieve the gate attendant during times that they are on a break.
- Supervision of the court, the safe movement of athletes and officials.
- Inspection of the court prior to each match to ensure compliance with DNA's Rules and Operating procedures.
- Court presentation and maintenance issues are to be advised to the Netball NT netball facility supervisor.
- Ensure all signage is set up according to operating procedures and remains in place during matches.
- Ensure appropriate equipment (blood spill kit, courtside ice for injuries, match balls, PA system etc.) are available courtside by either the venue (Netball NT) or the club as per DNA's rules and operating procedures.
- Ensure that the DNA's Non Playing Children Policy is adhered to by:
  - requiring parents to actively supervise their child/children at all times while present at the Netball NT netball facility.
  - promote to clubs, their members and visitors the requirement for children to be supervised at all times while at the facility on our website, via email and Facebook reminders.
  - At the beginning and middle of the season provide reminders to clubs and their members of the requirement for children to be supervised at all times when using the Netball NT netball facility.
- Report any incidents during matches that may arise.
- Complete and submit to DNA a Match Day Situation Report. Template provided by DNA.