

Tuggeranong Netball Association



TUGGERANONG
NETBALL
ASSOCIATION INC

DUTY STATEMENT

<p>Position: Junior Rep Coordinator</p> <p>Executive: No- Reports to VP Representative</p>
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The Junior Representative Coordinator, is elected by the members of the Annual General Meeting and reports to the Vice President Representative.

DUTIES:

1. Assist the VP Rep with all matters concerning the coordination and organisation of all administrative requirements of Junior Rep.
2. Assist the VP Rep and Sub-Committees when required with the coordination of the advertisement, preparation and conduct of Junior Rep selection trials.
3. Assist with the dissemination of information relating to the requirements of TNA Junior representation such as costs, codes of conduct, parent and player involvement and TNA policies.
4. Assist the VP Rep and Coaching Development Officer/Selector of Chair and Sub-Committee in the conduct of Junior Rep selection trials and where required, the coordination of notification of selection outcomes by mail.
5. Assist the VP Rep and Sub-committee in the coordination of information and fitting sessions for selected players and their parents.
6. Assist the VP Rep and Sub-Committee with the coordination of uniform fittings and ensure that a record of all Uniform requirements is kept.
7. Assist in the organisation and dissemination of information for Carnivals and Championships.
8. Assist in the organisation of trip away requirements, such as coordination of registration and organisation of buses.
9. Assist the VP Rep with the coordination of Team lists for Junior Championships. Assist when required with the coordination of the preparation and submission of Jnr Championship entry nomination forms.
10. Assist the VP Rep and Sub-Committee with the coordination of Junior Presentations – subcommittee to assist in the organisation, preparation, and conduct of the Presentations.
11. Assist the VP Rep in compiling a cost budget and final financial report for the conduct of all aspects of Junior Rep for submission to the TNA Executive.