

Tuggeranong Netball Association



TUGGERANONG
NETBALL
ASSOCIATION INC

DUTY STATEMENT

Position:	Senior Rep Coordinator
Executive:	No- Reports to VP Representative

The Senior Representative Coordinator, is elected by the members of the Annual General Meeting and reports to the Vice President Representative.

DUTIES:

1. Act as senior coordinator for all matters concerning the coordination and organisation of all administrative requirements of Senior Rep.
2. Act when required to be the TNA representative and liaison to the organising committee of the Netball major league.
3. Responsible for the coordination of the advertisement, preparation and conduct of Senior Rep selection trials.
4. Responsible for the dissemination of information relating to the requirements of TNA Senior representation such as costs, codes of conduct, parent and player involvement and TNA policies.
5. Assist in the conduct of Senior Rep selection trials and the coordination of notification of selection outcomes by mail.
6. Coordinate information and fitting sessions for selected players and their parents.
7. Coordinate the distribution of invoices and payment processes associated with senior representative team player payments. Keep the VP and sub-committee informed of any payment delinquencies.
8. Liaise with Treasurer TNA for banking and issue of cheques and reimbursements as may be required in the conduct of the Rep season.
9. Coordinate the collection and dissemination of draws for all teams to coaches, managers and players.
10. Coordinate Team lists for Senior teams and provide these TNA Admin Assistant for data basing.
11. Coordinate the preparation and submission of team entry nomination forms and ensure registration of senior representative teams with Netball ACT.
12. Report to the VP and rep sub-committee on a periodic basis with information relating to the Senior Rep participation and running and coordination of the season.
13. Assist the VP Rep with the coordination of Senior Presentations – subcommittee to assist in the organization, preparation, and conduct of the Presentations.
14. Assist the VP in compiling a cost budget and final financial report for the conduct of all aspects of Senior Rep for submission to the TNA Executive.

