

# POSITION DESCRIPTION

Ariels VCNA

<b>Position Title:</b>	<b>Social Competition Manager</b>		
	N/A	<b>Reports to:</b>	Ariels Committee
<b>Location/s:</b>	The Rings 368 Canterbury Road Ringwood	<b>Direct Reports:</b>	Social Competition Umpires
<b>Employment Status:</b>	Casual		
<b>Remuneration:</b>	Clerical and Administrative Staff Grade 3 - Sporting Organisations Award or as agreed		
<b>Ariels Victorian Churches Netball Association</b>	<p>Ariels was formed as Victorian Churches Netball Association in 1930 and is one of the oldest netball associations in Australia. Over the past nine decades the association has continued to grow and promote the sport of netball, particularly in Melbourne's eastern region.</p> <p>The association is committed to providing support and opportunities to players, recognising and nurturing leadership and good sportsmanship and offering a pathway to higher levels of competition to allow players, coaches and umpires to reach their full potential.</p>		
<b>Ariels Social Competition @ The Rings</b>	<p>Social Netball @ The Rings consists of two competitions:</p> <ul style="list-style-type: none"> <li>• <b>Sunday Night</b> – Mixed Open Age</li> <li>• <b>Thursday Night</b> – Women's Open Age</li> </ul> <p>Both competitions operate two seasons per year:</p> <ul style="list-style-type: none"> <li>• <b>Autumn Season:</b> February to June</li> <li>• <b>Spring Season:</b> July to mid-December</li> </ul> <p>Games commence at <b>7:30 PM on Sundays</b> and <b>7:15 PM on Thursdays</b>. Each 36-minute game is played on two courts across two time slots, with two umpires officiating per court, and one Social Competition Manager during School Terms. No games are played over long weekends or on Mothers Day/Fathers Day. There is potential for competition expansion to three time slots depending on court and umpire availability.</p> <p>Match fixtures, scoring, player registrations, and results are managed through Netball Connect. Communication with teams (typically through team captains) is conducted via email and text, while umpires are contacted for availability via WhatsApp and text.</p>		

Primary Purpose of Position
<p>The Social Competition Manager is responsible for leading the execution and delivery of a sustainable social netball competition at The Rings, Ringwood.</p> <p>The Social Competitions Manager is responsible for managing and supervising two social netball competitions on behalf of Ariels VCNA at The Rings Stadium, in partnership with Maroondah City Council. The role ensures the competitions are conducted safely, efficiently, and in a positive social environment with a strong focus on communication with all stake holders.</p> <p>The Social Competitions Manager will liaise with the Ariels Committee, Social Media Officer, Maroondah City Council, Umpires, Team Captains and Players.</p>
Key Responsibilities
<p><b>Competition Operations &amp; Supervision</b></p> <ul style="list-style-type: none"> <li>Facilitate court setup and pack-up (e.g., balls, scoring iPads, single-game voucher redemptions).</li> <li>Engage with teams regarding competition registrations, fixture changes, and player placements.</li> <li>Allocate and brief umpires before matches.</li> <li>Attend to incidents and resolutions (first aid provided by Maroondah Duty Manager).</li> <li>Update post-game results, player attendance, and incidents in Netball Connect.</li> <li>Ensure all players and umpires hold current Netball Victoria memberships for insurance coverage.</li> <li>Uphold Netball Victoria and Ariels VCNA policies and Codes of Conduct.</li> </ul> <p><b>Competition Management &amp; Administration</b></p> <ul style="list-style-type: none"> <li>Competition calendar planning, in collaboration with Ariels Registrar.</li> <li>Competition advertisements &amp; team recruitment, in conjunction with the Ariels Social Media Officer.</li> <li>Oversee team and player registrations, competition setup, and match fixtures, in collaboration with the Ariels Registrar.</li> <li>Oversee umpire recruitment and rostering.</li> <li>Generate remuneration reports for Ariels Treasurer in line with payment calendar.</li> <li>Liaise with Maroondah City Council and Ariels Committee regarding match fixtures, forfeits, and payments.</li> <li>Prepare monthly report for Ariels Committee.</li> </ul>
Required skills and experience
<ul style="list-style-type: none"> <li>Sports administration qualifications, netball coaching/umpiring accreditation, or competition management experience preferred.</li> <li>Experience using Netball Connect or similar sports software.</li> <li>Strong understanding of netball rules and regulations.</li> <li>Familiarity with Netball Victoria policies and codes, including Child Safety requirements.</li> <li>Ability to build strong relationships, and manage operational matters with a fair and balanced approach.</li> <li>Ability to assess and resolve incidents constructively and impartially.</li> </ul>

- Ability to work across multiple stakeholder groups in a collaborative environment.
- Demonstrated ability to self-manage and work independently.
- Good administrative skills (including computer literacy).
- Good communication skills.

#### **Additional Requirements**

- Must have Working with Children's Check.