



WEST PYMBLE NETBALL CLUB

ABN 70 747 724 640

Position Title: Senior Grading Convenor

Date: November 2014

Key responsibilities of the position

- To grade and place into teams all Intermediate and Cadet players
- To submit these teams to KNA, with recommendation for grade to be placed in
- Ensure there is a venue and dates organized for grading
- Provide information for blue book and at registration regarding these dates
- Liaise with registrar to obtain list of players registered to play
- Do a rough paper grade before grading to assist with coordinating games at grading
- Provide details to grading committee of players trialing and their history
- Obtain coaches reports from previous season and distribute to committee
- Prepare game grids for grading day, ensuring all players get equal time on court
- Ensure there are umpires and equipment for grading day
- Work with committee to ensure balanced teams
- Respond to players and parents who request feedback after grading
- Ensure final team lists are on website in reasonable time
- Follow up with KNA any requests for change of grade, either at start of season or at re-grading
- Prepare and deliver reports at WPNC meetings
- Work with Senior Registrar to submit senior teams to KNA and similarly for Night Comp

Who do you report to/liase with

- The main person to liaise with is the Senior Registrar
- Also liaise closely with grading committee
- Need to advise Umpires Convenor of grading and timing details
- Liaise with KNA grading convenor
- Liaise with WPNC Committee

Additional Comments:

Most communication is by email with phone calls being the next method.
It is advisable to spend some time at the courts watching the teams and talking to coaches to get a feel for how their season is going.