



# Committee Roles

<b>Title</b>	Junior Registration Coordinator
<b>Position Summary</b>	<p>To coordinate and manage Junior Club player registration for EDNA</p> <p>To respond to, and engage with, new and existing players and their families</p>
<b>Key duties and responsibilities</b>	<p>To create and publish junior player registration links for each season on the relevant online platform eg Netball Connect</p> <p>To create and publish coach and off-court committee member registration links on the relevant online platform eg Netball Connect</p> <p>Post and provide link for registrations to the Social Media and Website Coordinator in order to advertise/announce registrations open for existing players</p> <p>Management of the Essendon Netball Club Netball Connect account, and maintenance of membership records, including financial payments and registration responses</p> <p>Management of incoming correspondence of all enquiries made for new and existing player registrations via <b>juniors@essendonnetballclub.com.au</b> email</p> <p>Conduct regular pre/early-season meetings with the Head Coach/selectors to determine team numbers and inform new players of “Come and Try” sessions</p> <p>Develop and provide a detailed information sheet (including registration link) for prospective members</p> <p>Follow up all new player enquiries to ensure opportunities have been provided to be included at Essendon Netball Club, or provided a pathway for netball participation</p> <p>Create teams in relevant age groups in Netball Connect, and add registered players</p> <p>Finalise teams and submit proposed team grading to EDNA according to Association timeline, on behalf of the Head Coach</p> <p>Review registration for players requiring de-registration and/or transfer</p> <p>Add all coaches and team managers to Match Day competition details on Netball Connect</p> <p>Troubleshoot incoming communication for Junior information/Netball Connect issues, including referring uniform enquiries, training questions, App usage, player requests etc and forward to relevant Coordinator if required</p> <p>Attend training at commencement of each season to answer parent questions and assist with App installation prior to team manager taking over communication</p> <p>Attend monthly committee meetings providing feedback/reports on Junior registrations</p> <p>Attend the Annual General Meeting (AGM)</p> <p>Attend ENC Presentation Night</p> <p>Be aware of ENC’s Child Safety Policy</p> <p>Be aware of Child Safety Standards</p>