



# Committee Roles

<b>Title</b>	Junior Registration Co-ordinator
<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>Set up online templates for junior player registrations for each season on the relevant online platform eg Netball Connect</p> <p>Set up online templates for junior coaches and off-court committee members on the relevant online platform eg Netball Connect</p> <p>Provide link for registrations to Social Media and Website Co-ordinator/Team App Co-ordinator, in order to advertise/announce registration open dates etc.</p> <p>Conduct regular pre/early-season meetings with the Head Coach/selectors for team memberships</p> <p>Management of the Essendon Netball Club Netball Connect account, and maintenance of membership records, including financial payments</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>Providing link for registration and contact details to address any further queries by prospective members received by Club website</p> <p>Finalise team numbers and submission of player registrations for each team to EDNA prior to cut-off. Liaise with Treasurer to pay Association fees (deposit required for each team) when required</p> <p>Enter all team/player information into Netball Connect prior to the season commencement</p> <p>Receive and respond to emails and phone calls regarding Junior Club information- uniform enquiries, training, Team App usage, player requests and filter to relevant Co-ordinator</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>