

# Board Vacancy

## Junior League Co-ordinator



### Role Purpose

The Junior League Co-ordinator is responsible for the planning, organisation and delivery of Cornwall Netball's junior league programme. This role ensures that junior league competitions are well-run, inclusive, safe and enjoyable for all participants, while supporting player development and maintaining strong communication with clubs, key partners and governing bodies. The postholder also plays a key role in supporting the progression pathway into regional club competitions, ensuring Cornwall teams are represented appropriately and fairly.

### General

- Attend Cornwall Netball Development meetings and Cornwall Netball Board meetings
- Communicate with Netball development officer about competitions.
- Liaise with player performance county manager
- Liaise with Active Cornwall and School Games Organisers around netball competition within the county. Help to prevent gaps and duplication within the system.

### Junior League

- Communicate with clubs
- Send out entry forms
- Collate entries and deposits
- Create fixtures for the season
- Book venue
- Be available to deal with late cancellations
- Oversee standards behaviour players/coaches/spectators, encourage Cornwall Netball Code of Conduct.
- Collate results
- Be available to clubs for any problems
- End of Season – organise and record trophies/medals winners and runners-up

### Progression to Regional Competitions

- Organise and run qualifying tournaments for entry into regional competition.
- Ensure entry of eligible teams to represent Cornwall in NSW regional competitions, run qualifiers where necessary
- Link with NSW as Cornwall Netball representative.
- Liaise with Treasurer over financial assistance for clubs.

# Key Responsibilities

## General Cornwall Netball Responsibilities

The Junior League Co-ordinator will support the wider work of Cornwall Netball by contributing to the development and strategic delivery of junior netball across the county. Responsibilities include:

- Attend Cornwall Netball Board Meetings, providing updates on junior league delivery, challenges, successes and recommendations for improvement.
- Facilitate Cornwall Netball Junior Development Working Party Meetings, contribute to discussions around junior participation, competition structure and future planning.
- Work collaboratively with relevant stakeholders, to support the planning and delivery of competitions, ensuring junior league activity aligns with and supports wider county outcomes.
- Liaise with the Player Performance County Manager to ensure junior league activity supports talent identification and the wider player pathway.
- Promote joined-up delivery, helping to prevent gaps in provision and avoid duplication between club competitions, school's competitions and wider county events.
- Work collaboratively with the County Officiating Lead, to support the smooth and effective running of junior league fixtures and events, ensuring appropriate officiating provision and high standards are maintained throughout the season.

## Junior League Management and Delivery

The Junior League Co-ordinator will take the lead on all operational and administrative elements of the junior league season, ensuring the programme runs smoothly from start to finish.

### Club Communication and Administration

- Act as the main point of contact for junior clubs participating in the league.
- Communicate key league information clearly and in a timely manner, including season dates, rules, expectations, and changes where necessary.
- Issue and manage league entry forms, ensuring all clubs have the information they need to enter teams correctly and on time.
- Collate entries, monitoring payments, liaising with County Treasurer.
- Ensure all team information is collected accurately (e.g. team names, club contacts, age groups, and any requirements).

## Fixtures and Season Planning

- Create and publish league fixtures for the full season, ensuring fairness, clarity and consistency.
- Liaise with the website operator to collate, update and submit league fixtures, ensuring accurate and timely publication of information for clubs and participants.
- Make adjustments when required due to withdrawals, venue issues, or other operational considerations.
- Support clubs by providing reminders and information regarding fixture times, formats and expectations.

## Venue and Event Coordination

- Book venues for all junior league fixtures and ensure arrangements are confirmed in advance.
- Ensure venues are fit for purpose, including appropriate court availability, timings and any requirements for equipment or staffing.
- Maintain good communication with venue staff to ensure smooth delivery on competition days.

## **Match Day Oversight and Support**

- Run the table, find appropriate cover if not available.
- Be available to respond to issues on the day, including:
  - late cancellations
  - changes to team availability
  - emergencies or unforeseen disruptions
- Provide a point of contact for clubs to ensure problems are resolved as quickly and fairly as possible.
- Support the organisation of competition days so that fixtures run to time and are delivered efficiently.

## **Standards, Behaviour and Code of Conduct**

- Oversee the general standard of conduct across all junior league activity.
- Promote and reinforce the Cornwall Netball Code of Conduct, ensuring that players, coaches and spectators understand expectations.
- Take appropriate action when concerns arise, ensuring that junior competitions remain safe, respectful and positive environments for all involved.
- Encourage good sportsmanship and positive experiences for young participants.

## **Results and Record Keeping**

- Collect, collate and record match results throughout the season.
- Maintain accurate league records and standings to ensure transparency and consistency.
- Respond to queries regarding results, league tables or competition formats, supporting clubs throughout the season.

## **End of Season Responsibilities**

- Organise end-of-season processes, including:
  - confirmation of final standings
  - verification of winners and runners-up
  - order trophies and medals
- Support or coordinate the presentation and celebration of league achievements, recognising participation and success across the season.

## **Progression to Regional Competitions**

The Junior League Co-ordinator is also responsible for managing Cornwall's progression route into regional junior competitions, supporting clubs and ensuring fair and accurate representation.

- Organise and deliver qualifying tournaments as required to determine which teams progress to regional competitions.
- Ensure all progression activity is:
  - well-planned
  - clearly communicated
  - delivered in line with appropriate rules and eligibility criteria
- Confirm eligibility of teams entering regional competitions and ensure correct representation of Cornwall in NSW regional events.
- Act as the Cornwall Netball representative link with Netball South West (NSW), ensuring effective communication and compliance with competition requirements.
- Liaise with the Cornwall Netball Treasurer as needed regarding:
  - financial support and assistance arrangements for clubs
  - qualifying event costs
  - regional entry considerations

## **Key Skills and Attributes (Recommended)**

- Strong organisation and time management skills
- Clear and confident communication with clubs and stakeholders
- Ability to manage deadlines, payments, and league administration accurately
- Ability to respond calmly and effectively under pressure, particularly during match days
- Confidence in promoting high standards of behaviour and safeguarding positive environments for young people
- Strong attention to detail and commitment to fairness and consistency
- A positive, supportive approach to working with volunteers, coaches and young athletes

**For further information or a discussion regarding the role, please contact Sarah Bray, Cornwall Netball Chairperson - [cornwallnetballchair@gmail.com](mailto:cornwallnetballchair@gmail.com)**