



JOB TITLE:	GRADING COORDINATOR	JOB CATEGORY:	VOLUNTEER
REPORTS TO:	Executive Committee		
POSITION TERM:	1 Year		
TIME COMMITMENT:	5-10 Hours per week at start of season		
APPLICATION TYPE:	Nominate to AGM for vote		

JOB DESCRIPTION:

Responsible for planning and managing all aspects of the club's grading process, including organising trials, coordinating graders and umpires, preparing documentation, and ensuring fair, policy-compliant team allocations. Works closely with volunteers and committee members to deliver a transparent and efficient grading experience

OBJECTIVE

- To manage all aspects of the club's grading process, ensuring fair, transparent, and policy-compliant player selection and team allocations through effective planning, coordination, and communication.

RESPONSIBILITIES

- Establish a panel of qualified selectors and ensure they fully understand club policies, grading criteria, and procedures to guarantee a fair and transparent selection process.
- Plan and coordinate all trial activities, including training sessions and game play, ensuring smooth execution and adherence to grading standards.
- Liaise with the Umpire Coordinator to secure experienced umpires for grading days, including mentors for junior umpires where applicable.
- Develop and distribute all necessary paperwork such as game sheets, feedback forms, and historical performance data. Ensure accurate collation and secure storage of grading documentation for future reference.
- Finalise grading dates, book venues, and create detailed schedules. Organise graders (including at least one independent external grader per group), assistants for player check-in, and ensure all equipment (laptops, printers, arm bands, markers) is ready and functional.
- Monitor grading sessions to confirm all players receive minimum court time as per SLNC Grading Policy. Provide graders with position lists and blank templates for manual adjustments.
- Use feedback from graders to assist in placing players into competitive and non-competitive teams, ensuring balanced and fair team composition.
- Clearly outline grading policies, feedback requirements, and session objectives to graders and coordinators prior to grading days.
- Collate player feedback for distribution upon request. Document lessons learned and shared with the executive committee, coaching coordinator, and umpire coordinator to improve future grading processes.
- Work with the Secretary to organise thank-you gifts and process payments for external graders in a timely manner.
- Organise refreshments for graders, umpires and helping committee members
- Collaborate with the Umpire Coordinator and the Treasure the distribution of payments for the umpires and ensure all umpires have supplied their accreditation and statement of supplier forms



KNOWLEDGE/SKILLS

- Exceptional organisational skills with the ability to manage multiple tasks efficiently.
- Strong leadership capability to guide and support volunteers effectively.
- Comprehensive understanding of club policies and grading procedures.
- Demonstrated ability to maintain confidentiality and handle sensitive information with discretion.

PERSONAL ATTRIBUTES

- Demonstrates strong organisational skills and works methodically.
- Maintains impartial, well-considered opinions in decision-making.
- Communicates effectively with all stakeholders, including volunteers, parents, and players.
- Shows dedication to the club and upholds high standards of ethics, honesty, and trustworthiness.
- Adheres to all club policies and procedures relevant to the role.

OTHER

- Must have a Working with Children Card (Blue Card) or relevant Exemption card

NOTES:	For further information regarding this position please contact netball@springfieldlakesnetballclub.com		
	REVIEWED BY:	Jess Preston & Melissa Snell	DATE: 07/11/2025
	APPROVED BY:	Belinda Lynch	DATE: 07/11/2025
	LAST UPDATED BY:	Amy Culley	DATE: 06/11/2025