



SPECIAL EVENTS CONVENER

Overall Purpose

To organize the HKNA responsibilities of the Beach Netball event with TCOB and organize special events to develop the netball community and satisfy sponsor / stakeholder needs.

This role has a direct report to the Vice President. The role will work closely with the *Events & Office Manager* and the *Administration Assistant* in the delivery of special events aligned with the local competition program. This role may also work with the *Chief Operating Officer* to deliver special events for sponsors.

Roles and Responsibilities

Beach Netball

- Work with the TCOB to plan and organize the annual Beach Netball event as part of the Rugby 7's festival each year in March.
- Promote the event and oversee registration of teams in both Ladies and the Youth Beach netball events.
- Implement strategies to develop the youth component of the event.
- Organise the beach netball Kit allocation and distribution to teams.
- Work with the Umpire Operations Convener to arrange umpires and arrange volunteers for desk duty, timing, scoring etc.
- Work with TCOB to coordinate venue set-up for the Beach event and oversee the overall event operations over the weekend for netball.

Special Events

- Work with the *Events & Office Manager*, *League Convener* and the *Coaching & Development Manager* to identify netball networking events aligned with programs and create a calendar of events schedule accordingly (e.g. end of season function, National team welcome home events etc.).
 - Identify general networking events to build the netball community, ranging from big events (e.g. annual awards night dinner / ball) to simple get-togethers (e.g. screening of international netball games of significance – World Cup).
 - In accordance with the calendar of proposed networking events, create budgets, approve with Council and book venues accordingly.
 - Organise the special event in conjunction with the respective Convener / staff member. Work with the Administration Assistant to co-ordinate registrations / attendance.
 - Work with the Chief Operating Officer to host special events as requested by sponsors.
-
- Attend monthly Executive Council meetings and table issues / approvals regarding Special Events.



TOURNAMENT CONVENER

Overall Purpose

To oversee the overall development of the tournament program and Chair the Championship Organising Committee for the annual international event hosted by HKNA (Tri-Nations or other).

This role has a direct report to the Vice President and will work closely with the *Events & Office Manager* and the *Administration Assistant* to plan the tournament program. This role will also work with the *Media & Marketing Convener* to ensure relevant publicity is in place, and the *Chief Operating Officer* regarding Sponsorships.

Roles and Responsibilities

Annual Tournament Program

- Work with the *Events & Office Manager* to plan the annual tournament schedule, ensuring that tournaments do not clash with other major events on the netball calendar of events.
- Work with the *Administration Assistant* to ensure venue bookings for the tournament program are processed as early as possible to secure best venues and registration systems in place.
- Work with the *Media & Marketing Convener* to ensure relevant publicity is in place for tournaments.
- Ensure the expectations of sponsorship signage / placement is addressed during the tournament.
- Invite VIP's and key stakeholders to tournaments and ensure such persons are hosted at the event.
- Work with the *Events & Office Manager* to set tournament budgets and ensure budgets are met.
- Ensure the LCSD Handbook event management policy and procedures are adhered to.

International Tournaments in HK

- Establish a Championship Organising Committee for the annual international tournament HKNA hosts each year (i.e. Tri-Nations or other).
 - Perform the role of Chair or Vice Chair on the Championship Committee and work with the respective members to ensure deliverables are met.
 - Support the *Events & Office Manager* in the Championship planning and assist with event delivery.
 - Identify options for the Opening Ceremony entertainment and guest speaker.
 - Ensure duties outlined under Tournaments is addressed.
-
- Attend monthly Executive Council meetings and table issues / approvals regarding Tournaments.