



LEAGUE CONVENOR

Overall Purpose

To oversee the three Leagues (Ladies, Mixed and Junior) in relation to policy, key communications, league fixtures / design and program developments to ensure consistency across the Leagues and to reduce duplication of work across the Leagues.

This role has a direct report to the *Vice President*. This role will be supported by the *Junior League Convener* and the *Events & Office Manager* and the *Administration Assistant* in the delivery of the Leagues. The other key Council roles that the League Convener will work closely with include the *Umpire Convener* and the *Media & Marketing Convener*.

Roles and Responsibilities

Policy & Communication

- Before the start of each League season, review the *League Handbook & By-laws*. Recommend any amendments to the HKNA Council for approval. Work with the *Administration Assistant* to update the Handbook accordingly.
- Ensure each League (Ladies, Juniors & Mixed) or any future Leagues (e.g. Mens) have a League Handbook & By-Laws in place and communicated to the respective patrons accordingly.
- Before each League season, hold a relevant communications forum (e.g. Captains Meeting) to ensure all Club / team captains and conveners are briefed about the season registration, structure, key dates, By-laws, duty requirements etc. The Junior League Convener and *Events & Office Manager* to support.
- Before each season, work with the *Operations Convener* to set up the required League information for members on my-netball online system or HKNA website (including registration, fixtures, results tables, key dates, umpire & desk duty requirements etc.). Check to see if the Administration Assistant and Junior League Convener update information as required.

League Management

- Each year, work with the *Administration Assistant* to ensure all venue bookings are secured in time for the three Leagues and venue equipment is checked / re-stocked before each season.
- Review all registrations of teams to determine appropriate Grading of teams per Division.
- Utilise the “my-netball online database” system to develop the League fixtures across each League. Work with the *Umpire Convener* and the *Events & Office Manager* to finalise fixtures.
- Provide guidance to the *Junior League Convener* for the Junior League.
- Liaise with the *Administration Assistant* and the *Events & Office Manager* to provide guidance regarding the administrative duties that were previously carried out by the League Convener, including: player registration, score card development, recording guest players, scorecards & penalties, post results.
- Be responsible for final approvals of penalties, team grading or customer complaints /queries regarding the Leagues.
- Work with the Administration Assistant to organize finals and arrange medals / trophies accordingly
- Attend monthly Executive Council meetings and table issues / approvals regarding the Leagues.



JUNIOR LEAGUE CONVENOR

Overall Purpose

To work with the League Convener to prepare the relevant systems and documentation necessary for the Junior League operations. Support the League Convener in the communications of policy and fixtures and address the day-to-day operations of the Junior League successfully. This role requires frequent visits to the HKNA office, Junior League venues and comprises tasks and responsibilities that need to be carried out weekly throughout the season (May-July each year).

This role has a direct report to the League Convener and will work closely with the Administration Assistant within the office in relation to the administrative requirements of the League. This role is a good understudy to the League Convener role and should support the League Convener as required across the Leagues.

Roles and Responsibilities

Policy & Communication

- Work with the League Convener to review the *League Handbook & By-laws* before the beginning of the Season. Once Council approve recommended changes, this role is to update the Handbook accordingly.
- Before the Junior League season commences, work with the League Convener to plan the Captains meeting. Organise the venue requirements, communicate to patrons as required and support the League Convener in the hosting of the night.
- Before each season, work with the *League Convener* and the *Operations Convener* to set up the required League information for members on my-netball online system or HKNA website including: registration, fixtures, results tables, key dates, umpire & desk duty requirements etc.

League Management

- Before each Junior League season, ensure all venue equipment is checked and re-stocked before each season. Any new items required, order through the *Administration Assistant*.
- Work with the League Convener to determine the best grading / knock-out system to develop appropriate Grading of teams (social / competitive) and implement accordingly.
- Work with the League Convener to develop the Junior League fixtures on the “*my-netball online database*”. Work with the *Umpire Convener* and the *Events & Office Manager* to confirm the fixtures.
- Work with the *Administration Assistant* to perform the following administrative duties for the Junior League: score card development, record guest players, scorecards & penalties and post results.
- Liaise with the League Convener to determine final approvals of penalties, team grading or customer complaints /queries regarding the Junior League.
- Work with the *Administration Assistant* to organize finals and arrange medals / trophies accordingly
- Attend monthly Executive Council meetings and table issues / approvals regarding the Junior League.