



# HOPE VALLEY NETBALL CLUB

0420 203 293

Leeds Avenue, Hope Valley SA 5090

## GRADING CONVENOR

The role of the Grading Convenor is to oversee the grading process in preparation for the next season. The Grading Convenor's main role is to establish grading panels, and provide oversight to the selection process to ensure that it complies with HVNC policies, including the establishment of independent graders.

Duties include:

- Nominations - working with the Membership Officer, coordinate the nominations process twice a year (via PLAYHQ) and compile nomination information from each age groups grading panel ready for submission to SADNA
- Work with the coaches coordinator to identify potential coaches for each team
- Organise permits for underage players in Primary and Seniors
- Work with the Membership Officer to maintain waitlists
- Set Grading dates as needed for all age groups, work with Umpire Co-ordinator for allocation of umpires for trial games. Advise President of Sunday dates so courts are booked for Netball
- List all absences to pass on to the Head graders
- List all players playing up a grade to pass on to Treasurer

The committee understands that all volunteers have other commitments, whether that is work or family. These duties (including response to emails / calls) can be managed around those commitments.

The time commitment to this role would be a few hours a week on average leading up to the new season over several weeks. Other members on the general committee will help with these duties as needed.

Please feel free to call me on 0466 668 845 if you would like to discuss this role further.

Regards,  
Keith Waugh  
President