

JF/April 2021



ACADEMY TRIALS CO-ORDINATOR

Could you help find our future Roses? We have an exciting opportunity for an administrator to join our academy team. If you want to help support the future of netball in our County then this could be the post for you.

Each year the Academy Performance Programme holds trials to select suitable athletes to join the Performance Pathway for the coming season. The trials are held over two days to select two u13 squads and one U15 squad. This year trials will be held in early July.

Resources and skills required

Use of a computer; knowledge of Excel, Word and email systems. Methodical approach to workload, attention to detail, appreciation of deadlines and ability to liaise closely with other members of the Academy Team. Accountable to the Academy Performance Lead.

Role

To plan and co-ordinate the delivery of the Cambs County Netball Academy Trials each year.

- Liaise with the Academy Team to confirm dates for trials and book suitable venues.
Liaise with the Academy Administrator to upload the information to the CCNA website.
- Finalise nominee paperwork and send out to secondary schools and junior clubs.
Answer any queries from schools and junior clubs by email.
- Collate nominations by use of Google Form and create spreadsheets from data for each year group.
Source umpires for each trial's matchplay session by liaising with the County Umpiring Secretary.
Employ a first aider for each trial date.
Employ selectors for each trial date by liaising with the Head Selector and volunteers to assist with registration and general smooth-running of the events.
Finalise registration paperwork for each trial and master copies for selectors.
Liaise with the Head Selector to produce playing schedules for each year group matchplay sessions.
- **Trials Days** – Be in attendance for the all the sessions in order to oversee the smooth-running of each day. Answer any queries from nominees and parents. Ensure that each session keeps to a strict timetable.
Compile a cash float for nominees' fees, (this may not be the case if Covid-19 restrictions are still in place at the time of trials.) Reconcile the cash income from each trial and pass onto the County Treasurer.

- **Post-trials** – Liaise with the Head Selector to obtain athlete outcomes and pass onto the Academy Administrators for upload to the CCNA website.
- **Academy Meetings** – Four meetings are held throughout the season, however it may be necessary to have interim meetings depending on event planning. Whilst the role does not require mandatory attendance it would be desirable to be able to attend at least one meeting prior to trials and one immediately following the trials outcomes. These meetings are now held by virtual platform.

Essential Requirements

This role has a period in the year between launch date and the trial dates when it is essential that the person wishing to take up this role is able to invest several hours a week in the lead up to trials, in order to keep on top of the nominations which are being received and to produce the necessary paperwork which is required for each stage of the trials.

If you are interested in applying for this role then please email Juliet Francis by FRIDAY 14 MAY 2020 with an outline of the skills you feel you currently possess in order to fulfil this role. I am happy to discuss the role in more detail if the applicant wishes to make a provisional enquiry.

Juliet Francis

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