



Satellite Controller - Job Description

Position: Satellite Controller

Report: Games Administrator

As the Satellite Controller you are a paid employee of Netball Taranaki and represent Netball Taranaki at the New Plymouth courts each week. You will conduct yourself in a professional, positive and friendly manner. Correct procedures will be adhered to at all times.

Job Description

- Responsible for the efficient administration of all netball at the Waiwhakaiho Netball Courts for Saturday netball including tournaments as required.
- Ensure procedures, guidelines and instructions given by Netball Taranaki are followed and carried out as required.
- Ensure the courts and surrounds meet the standards of health and safety set by Netball Taranaki. All courts must be inspected by you before the commencement of play and at the end of day play.
- Ensure all goalposts and floodlight protector padding is erect on all courts before the start of play and ensure these are all brought down at the end of play.
- Queries, complaints and incidents received at the tower are your responsibility along with ensuring the correct paperwork is completed and given to Netball Taranaki on the following Monday. Where complaints are regarding school teams, the complainant will be directed back to the school advising Netball Taranaki of the outcome.
- Where possible issues/incidents are dealt with when they are received, if they cannot be resolved ensure Netball Taranaki receive the correct paperwork by the following Monday.
- Ensure teams/players are correctly registered.
- Any damage and/or repairs are reported to the Netball Taranaki office in the first instance and keep Netball Taranaki informed of any matters pertaining to the upkeep of the courts and building.
- Liaison with first aid officials, ensuring they have adequate tea/coffee supplies.
- Liaison, where appropriate, with canteen staff.
- Cancellations of games are your responsibility and the Games Administrator must be notified of any and all cancellations at the time. This includes any and all cancellations of Tournaments.
- Ensure that the necessary forms are completed and forwarded to the office for all teams that do not cover their umpire or ground duties.

- Ensure ground and office duty teams are instructed of their duties. Ensure office duty teams know and follow the correct duty procedures fully.
- Ensure that all buildings and court surrounds are left in a tidy condition at the end of play and are securely locked. You should be the last to leave the venue.
- At the end of play ensure that all necessary game forms/results are faxed to the office (by 8:30 am every Monday) and forms posted back prior to Monday morning.
- Ensure all sponsorship signage is erected before play begins and is removed at the end of play.
- All netball Taranaki correspondence and handouts to be issued when requested to teams or relevant personal.
- Promote all upcoming events and fixtures as required.
- Ensure all paper work received is on the correct forms and signed off before accepting.
- Umpires Room - Ensure umpires room has a supply of milk each week. Check tea, coffee, sugar. Ensure the room is clean and tidy at the end of the day.
- Ensure all Health and Safety regulations adhered