



POSITION: Tower Co-ordinator

RESPONSIBLE TO: Satellite Controller

DESCRIPTION OF JOB:

- To ensure the smooth running of netball in a positive, friendly and professional manner.
- Ensure all sponsorship signage is erected and removed
- All netball Taranaki correspondence and handouts to be issued when requested to teams or relevant personal.
- Promote all events and fixtures coming up.
- Ensure all paper work received is on the correct forms and signed off before accepting from clubs/schools.
- Umpires Room - Insure umpires room has a supply of milk each week. Check tea, coffee, sugar. Ensure room clean & tidy end day
- ***Monitor all ground and court duty teams and ensure they are fully instructed on what is required of them.***
- All Health and Safety regulations adhered