

## Netball Club Coordinator

### Professional Duties Statement

**Reports to:** Head of Sport  
**Key Liaisons:** Students, Physical Education Department Staff, Parents

#### Position Context:

The Netball Club Co-ordinator is primarily responsible for the management and support of the School's Netball Club. The Coordinator is the official representative of the Club and works with Club Members and officials ensures the smooth and efficient running of the Club.

St Hilda's holds a reputation of holistic excellence and staff work in a vibrant educational community. Our expectation is that staff will maintain the School's high standards and strive to achieve excellence in all that they do.

This Professional Duties Statement attempts to capture duties indicative of the day to day role of the Netball Club Co-ordinator. Given the dynamic nature of the school environment, the School reserves the right to alter roles and responsibilities to suit the leadership and management requirements at any point in time.

#### Requirements

This position involves working with children. The appointment of a successful applicant will be subject to satisfactory employment screening for child related employment in accordance with the law.

- Hold a Working with Children Check
- Hold a National Police Clearance
- Hold a current Advanced Coaching Accreditation as a minimum
- Hold a current Senior First Aid Certificate

#### Key Responsibilities and Duties:

##### *Club Administration*

- Coordinate Club and player registrations including interclub transfers
- Have a good working knowledge of the Club Rules and the duties of all office holders and sub-committees
- Manage committee meetings including notices, agendas and minutes
- Provide Committee with summary financial reports as supplied by the School's Accounts Department
- Attend all Club meetings and provide updates on coaching progress
- Manage the Club Annual General Meeting
- Present the Annual Report at the Annual General Meeting
- Represent the Club at all PNA meetings.
- Represent the club at local, regional, state and national levels where appropriate
- Represent the Club when a team wishes to lodge a complaint in relation to umpiring, rough play or bad sportsmanship
- Provide mediation and support to all parties involved in any form of dispute within the Club (refer dispute resolution processes).

- Financial Administrative duties including;
  - Approval of Club purchases
  - Payment of coaches
  - keeping a record of all payments

#### *Coaching, Grading and Selection*

- Coordinate the duties of the Coaching and Selection Committees
- Conduct regular meetings with all the club coaches
- Attend all compulsory training sessions in order to monitor the needs and development of coaches, players and umpires
- Oversee the grading process and team selection in conjunction with the Coordinator of Coaching and PE staff member at all Year levels
- Attend all Saturday games or nominate a Committee Member in their absence in order to support coaches, players and umpires as required
- Coordinate all coaches and ensure that they have all of the necessary tools and information to undertake their coaching duties.
- Provide assistance to coaches at training and on game day as required.
- Work with Senior School staff in grading and selection of IGSSA teams to ensure consistency
- Provide support to coaches experiencing any difficulties within their team structure (players, parents etc)
- Ensure appropriate coaches are selected for high performance players and support provided when necessary.
- Work with Head of Sport to maintain records of coaching service and accreditation
- Support on-going professional development of coaches

#### *Other Duties*

- Ensure all relevant information is disseminated to all stakeholders as required
- Be the supportive leader for all club members
- Act as a facilitator for club activities
- Organise End of Season Celebration including the production end of season certificates, medals and trophies
- Actioning general correspondence
- Produce reports as required
- Laisse with Umpire Coordinator to ensure umpires are at level with match requirement, pass on any PNA umpire correspondence and ensure levels of accreditation are updated for financials and payments.

#### **Skills, Abilities and Personal Attributes**

- The drive, energy and enthusiasm for encouraging passion, enjoyment and achievement in netball
- Proven high-level interpersonal skills to relate to adolescent young women and their parents.
- Proven ability to organise, motivate and relate to young people
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the Constitution/By Laws/Policies and Procedures
- Act in the best interest of the Club at all times whilst in the assigned role
- Strong communication skills – both verbal and written
- Computer literacy and the ability to utilise appropriate applications for administrative purpose
- Excellent organisational skills.
- An understanding of the running of PNA or an equivalent Netball Association.