



**DONVALE
NETBALL CLUB**

POSITION DESCRIPTION

Donvale Netball Club Inc. exists to improve people's lives through the sport of Netball

Position Title:	Awards Co-Ordinator		
Reports to:	Executive Committee	Direct Reports:	N/A
Employment Status:	Volunteer		
Time Commitment	Seasonal - several hours per season		
Donvale Netball Club Inc.	<p>Donvale Netball Club Inc. is a not for profit, member-based organization governed by a volunteer Committee of Management, and is affiliated with Doncaster & District Netball Association and Netball Victoria.</p> <p>Donvale Netball Club Inc. exists to improve people's lives through the sport of netball. Our values of fun, fitness, friendship and community provide opportunity for all players, umpires, coaches, managers, their families and supporters to come together and enjoy being part of our netball family.</p> <p>Donvale Netball Club Inc. management roles include Membership Registrar, Uniforms, Coach Co-Ordinator, Equipment Co-Ordinator, First Aid Co-Ordinator, Social Media Managers, Umpires Advisor, DDNA Liaison, Grants Manager, Revenue Officer, Marketing Officer, Website Manager, Programmes Development Manager, Events Manager, Communications Co-ordinator and Membership Protection Information Officer, led by the Executive Committee comprising President, Vice-President, Secretary and Treasurer.</p>		
Commitment to Child Safety	<p>Donvale Netball Club Inc. is committed to providing Children and Young People with positive and nurturing experiences for healthy development and wellbeing. As part of that dedication to health and wellbeing, Donvale Netball Club Inc. is committed to ensuring the safety of all of its members, particularly Children and Young People. The Netball Victoria Child Protection Commitment Statement is crucial to NV and its Affiliates', including Donvale Netball Club Inc., commitment to providing a safe environment for children in netball and consists of principles and benchmarks Netball Victoria has in place.</p>		

Primary Purpose of Position

- Organizing awards for Presentation Day, including collating and preparation of awards information.

Key Responsibilities

- Prepare the Awards List and winners details for submission to the Secretary prior to the Annual Presentation Day
- Liaise with the Secretary and Coach Co-Ordinator for Presentations to Coaches
- Liaise with the Secretary and Coach Co-Ordinator for Award winners as follows: 9 & Under and 11 & Under Coach Awards; 13 & Under, 15 & Under, 17 & Under Coach Award and Most Valuable Player; Open Teams – Players' Choice Most Valuable Player
- Prepare and supply award winners (all Teams) and player medallions (all Under-Age Teams) information for the Medals and Trophies company.
- Liaise with Medals and Trophies company, chose relevant awards and medallions, collect upon completion.
- Provide feedback to Committee, and advise any issues or concerns.
- Arrange awards and medallions at Presentation Day event.

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Knowledge, Skills & Abilities
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| <ul style="list-style-type: none">• Commitment to the success of the Club, its membership and the sport of netball.• Communication and organizational skills• Attention to detail• Time management• Ability to work independently and follow through requirements. |
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Other Requirements

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| <ul style="list-style-type: none">• Induction Training• Working with Children Check |
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