



**DONVALE
NETBALL CLUB**

POSITION DESCRIPTION

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

Position Title:	Equipment 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

- Management of all training and playing equipment including match day balls and bags, bib-sets, patches, training bags and training equipment.

Key Responsibilities

- Maintain general training equipment.
- Prepare match day bags including first aid kits, match day balls, bibs/patch sets, folder, pens.
- Distribute to Coaches Club Coach apparel (may include cap, jacket, top)
- Ensure all general training equipment and Club stocks are safely stored in Club store facilities or alternative.
- Ensure that equipment items are fit for purpose.
- Report items required for updated/renewal to the President for confirmation to proceed.
- Liaise with Grants Officer/Treasurer regarding equipment required and suitability for a grant.
- Liaise with First Aid Officer to ensure First Aid kits are fully supplied for each Coach and Open-Age Team Manager.
- Ensure either courtside or alternative address collection/delivery to each Coach and Open-Age Team Manager.

- Manage recording process as to who has what
- Call in all Coach and Open-Age Team Manager bags at the end of the year for storage and updating (with a reminder to clean out personal items and rubbish), including any Club Clothing such as Club Jacket or Club Coach Top.

Knowledge, Skills & Abilities

- Commitment to the success of the Club, its membership and the sport of netball.
- Time management to ensure all training and match day equipment is prepared and teams supplied
- Ability to work independently and follow through requirements.

Other Requirements

- Induction Training
- Working with Children Check