



**DONVALE  
NETBALL CLUB**

## POSITION DESCRIPTION

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

<b>Position Title:</b>	<b>Grading Co-ordinator</b>		
<b>Reports to:</b>	Executive Committee	<b>Direct Reports:</b>	N/A
<b>Employment Status:</b>	Volunteer		
<b>Time Commitment</b>	Seasonal, with up to 10 hours mid-January to mid-February. Less hours required to prepare for Spring team adjustments		
<b>Donvale Netball Club Inc.</b>	<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 &amp; 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>		
<b>Commitment to Child Safety</b>	<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

- Responsible for the formulation of competitive Club teams and associated documentation for Autumn and Spring seasons.

### Key Responsibilities

- Where possible, familiarise yourself with all players by watching Spring season matches and collating information from Coaches via their submitted Coach Reports.
- Set grading dates and advise DDNA EARLY DECEMBER if DDNA courts are required – dates usually the last week in January (Grading days subject to DDNA team lodgement dates)
- Contact and co-ordinate suitably qualified volunteers to act as
  - Grading subcommittee members (MUST have Working With Children Check and experience in netball management)
  - Warm-up leaders per age group (recommendation – minimum of two)

- Umpires (at least one per court)
- Warm-up leaders and Umpires can be the same people
- Arrange payment for umpires and warm-up leaders (each @ \$20 per call)
- Ensure grading committee members are familiar with grading procedures
- Grading subcommittee members to be supplied with folders, player lists, pens etc for use by grading sub-committees.
- Ensure suitable notification is arranged for players re dates, times and venue.
- Liaise with Membership Secretary to obtain returning players list.
- Prepare player lists for each grading committee member, with all players numbered for easy identification (non toxic markers!), and arrange sign in at grading days.
- Convene, liaise and advise the Grading Committee (comprised of Club President, Coach Co-Ordinator and other appointees), Grading Sub-Committees, and Club Committee as and when required, including placement of players and new players, monitoring teams requiring new players, and any other matters relative to making up teams for the season.
- Any movement of players and placement of new players requires discussion with the Grading Co-ordinator, who has overall responsibility for teams' cohesion, balance and functioning numbers.
- Liaise with Coach Co-ordinator to ensure suitable match-ups between teams and prospective coaches.
- Bring relevant issues and concerns of the Grade to the committees' attention

#### **Knowledge, Skills & Abilities**

- Commitment to the success of the Club, its membership and the sport of netball
- Familiarity with the Club culture and players
- Solid communication skills
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Strong administrative skills
- Ability to lead and guide decision-making processes
- Familiarity with Netball Australia, Netball Victoria, Club and affiliated association/s Member Protection, Child Safety and Behaviour Codes policies and procedures

#### **Other Requirements**

- Induction Training
- Working with Children Check