



**DONVALE
NETBALL CLUB**

POSITION DESCRIPTION

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

Position Title:	Night Teams Co-Ordinator		
Reports to:	Executive Committee and Grading Co-Ordinator	Direct Reports:	N/A
Employment Status:	Volunteer		
Time Commitment	Seasonal – Autumn about 6 hours and Spring about 2 hours		
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

- To maintain Club connection between players and teams either moving away from Saturday competition to the Association's night competition for players aged 14+, or who are looking for competition on both Saturday and night competition.

Key Responsibilities

- Point of contact for night competition enquiries
- Communicating with players, parents and guardians regarding entry into Tuesday night competition
- Preparation of suitable, balanced teams with a focus on social connection
- Attend to administration requirements in conjunction with Club Grading Co-Ordinator/s and Secretary

- Document any problems that arise between team members, parents, coaches and supports and present these to the Secretary or General Committee
- Ensure a Club Match Day Bag is available including a first aid kit for each Club team
- Coordinate the return of equipment to appropriate storage areas following competition completion.
- Ensure all teams are aware of team entry requirements, playing calendar, financial responsibilities, bylaws, scoring duties, uniform requirements and any other rules and regulations of the night competition.
- Athletes under 18 years must be supervised at all times by an appropriately qualified person.

Knowledge, Skills & Abilities

- Commitment to the success of the Club, participating members and the sport of netball
- Strong organisational skills
- Strong interpersonal and oral communication skills including the ability to effectively liaise with players, coaches and administrators
- Knowledge of the rules, regulations, policies and procedures of the competition
- Ethical, honest and trustworthy
- Be familiar 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