



**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>Team Manager</b>		
<b>Reports to:</b>	Executive Committee	<b>Direct Reports:</b>	N/A
<b>Employment Status:</b>	Volunteer		
<b>Time Commitment</b>	2 hours per week		
<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 Member 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

- Ensure the successful management of the team and welfare of the players in their care, whilst making sure all on field matters are dealt with efficiently and timely
- Provide support to the Coach and Assistant Coach

### Key Responsibilities

- Communicating with all team members, parents, coaches and officials to ensure all are informed of training, competition and Club functions
- Acting as liaison officer between the Club and the team
- Attend to administration matters as directed by the Club Secretary

- Document any problems that arise between team members, parents, coaches and supports and present these to the Secretary or General Committee
- Ensure the relevant equipment is available at training and competitions including a first aid kit
- Coordinate the return of equipment to appropriate storage areas after training and competition games
- Ensure all players pay their membership fees and other required payments on time
- Coordinate submission of team sheets to Umpires prior to game and to Club Secretary after each game
- Ensuring the score sheet and any other rules/regulations of the competition are carried out
- Be aware of Netball Victoria's Child Safety in Netball Code of Conduct – athletes under 18 years must be supervised at all times
- Coordinate organisation events such as team photographs, fundraising and organisation functions in general

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

- Commitment to the success of the Club, participating members and the sport of netball
- Strong organisational skills with the ability to prioritise tasks
- Strong Interpersonal and oral communication skills including the ability to effectively liaise with players, coaches and administrators
- Sound knowledge of the selection procedures and rules/regulations of the competition
- Understanding of the rules and regulations of the competition
- Be able to relate to a diverse group of individuals
- Ethical, honest and trustworthy
- 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