



**DONVALE
NETBALL CLUB**

POSITION DESCRIPTION

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

Position Title:	Uniform Coordinator		
Reports to:	Executive & General Committee	Direct Reports:	N/A
Employment Status:	Volunteer		
Time Commitment	Seasonal + several hours throughout a 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 Member 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

- Effectively manage Club uniform stock, ordering and distribution

Key Responsibilities

- Order uniforms as needed for the club from the nominated supplier.
- Provide the Treasurer invoices for the payment to the supplier.
- Be available to attend registration days and pre-season trainings to organise new uniforms for new and/or returning netball players, and/or recruit responsible assistants as support in these tasks.
- Distribute uniforms once full payment has been received.
- Ensure there is enough stock available in all sizes for when players need replacement uniform.
- Order in new stock when supplies are low but to ensure only minimal supplies are kept in stock.
- Review uniform costs and pricing, in consultation with the committee on an annual basis.
- Investigate any new uniform items that may be required.
- Complete annual stocktake of uniforms.

- Liaise with Club Equipment Co-ordinator regarding Club-supplied Coach apparel – jacket, sun protection cap/hat and coach top

Knowledge, Skills & Abilities

- Commitment to the success of the Club, its membership and the sport of netball.
- Strong Interpersonal and oral communication skills including the ability to effectively liaise with players, coaches and administrators.
- Strong organisation skills.
- Demonstrate initiative and ability to work in an autonomous manner.
- Able to keep good records and work in a logical manner.
- Familiarity with Netball Australia, Netball Victoria, Club and affiliated Association/s Member Protection, Child Safety and Behaviour Codes

Other Requirements

- Monitor and store uniforms either in an appropriate Club storage facility or at the Uniform Coordinator's premises.
- Working with Children Check.
- Induction, including processes through Team App or alternative uniform ordering system