



Position Descriptions – lead of subcommittee

Uniform Coordinator

Purpose: to manage the ordering and distribution of the club's uniform and merchandise

Key Responsibilities:

- Complete a stocktake of uniform supplies before the beginning of each season
- Organise uniform samples for club members to try on for sizing
- Obtain quotes for uniform supply and maintain relationship with stock supplier
- Collect orders for uniforms and other club merchandise and order new stock
- Prepare marketing material content for uniform sales (include facebook/newsletter/ internet page)
- Collect payment for uniforms/ liaise
- Distribute uniforms to members
- Maintain an inventory of uniform and merchandise stock on hand

Equipment Coordinator

Purpose: to manage the club's match day and training equipment

Key Responsibilities:

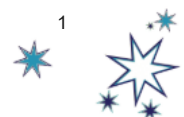
- Audit each team bag before the beginning of the season to ensure each bag has required equipment, amount of balls, first aid equipment etc.
- Order and restock equipment and supplies for team bags
- Hand out team bags to each team once teams have been selected (for both Spring and Winter Season)
- Manage the ordering of equipment and supplies for the club throughout the season/s
- Collect team bags off team captains at end of season or after Spring season if teams require them
- Store team bags over the off season
- Maintain equipment storage areas
- Manage Spring season bags

Sponsorship/Fundraising/Socials Coordinator

Purpose: to manage all sponsorship/fundraising/social events for the club during the year.

Key Responsibilities:

- Coordinate the End of Season Awards Night (includes venue hire, ticket sales, decorating, entertainment, MC and speech duties, food and beverage options, raffles)
- Coordinate other functions and special events for the club
- Organise club fundraising activities
- Seek sponsorship from club members and local businesses
- Maintain regular contact with sponsors/with President.
- Prepare grant submission and grant acquittals with Treasurer.
- Advertise and promote club events using the club's social media, newsletter and website





Communication Coordinator

Purpose: to ensure that all communication from the club to its members and stakeholders is delivered in a professional, accurate and timely manner.

Key Responsibilities:

- Maintain the club's social media pages
- Ensure that the club's website is updated
- Produce a monthly/weekly newsletter

Umpire Coordinator

Purpose: to promote the development of the club's umpires and ensure that each team is allocated a suitable umpire on match days.

Key Responsibilities:

- Provide a conduit of information between PNA and the club on all umpire related matters.
- Ensure each team has an appropriately qualified and experienced umpire allocated to them on match days.
- Monitor and mentor club umpires and provide support based on their needs.
- Encourage all umpires to continually update their knowledge of umpiring and the rules of the game.
- Ensure umpires are aware of any coaching and development opportunities available to them.
- Promote the umpire development pathway to club umpires.
- Ensure all club umpires are registered.
- Develop a positive club umpiring culture which promotes collaboration among other clubs and the appropriate standards of behaviour.
- Represent the club and liaise with the Association on all umpiring related matters.
- Apply for annual PNA umpire grant and acquit grant.

Coaching Coordinator

Purpose: To provide relevant and valued support to club coaches.

Key Responsibilities:

- Monitor and mentor club coaches and provide support based on their needs/ goals.
- Ensure club coaches have access to appropriate resources including training aids and websites.
- Encourage and support all coaches to become accredited.
- Encourage all coaches to continually update their knowledge of coaching techniques and the rules of the game.
- Ensure coaches are aware of any development opportunities and up to date information related to coach education.
- Promote the coaching development pathway to your club coaches.
- Liaise with the Association to promote talented coaches for Association representative teams.
- Ensure all club coaches are registered.
- Develop and promote a positive club coaching culture which emphasises development over winning at all costs and establishes exemplary standards of behaviour.
- Liaise with relevant Competition Coordinators and assist when requested with coaching issues.





Team Coach

Purpose: train and develop the players in their team to enhance their skills, knowledge and love of the game.

Key Responsibilities:

- Conduct weekly training sessions for their team during the season.
- Coordinate the team on match days, including rotation of playing positions, providing constructive feedback to athletes on performance and implementing team strategies.
- Maintain an up-to-date knowledge of current coaching practices and methodologies suitable to the age of the players in their team (it is strongly encouraged that coaches are formally accredited).
- 7-12 Coaches to have completed the Foundation level of accreditation as a minimum.
- Maintain a high-level knowledge of the rules of netball and all relevant Association by-laws.
- Be a role model for the players in their team and set an exemplary standard of behaviour at all times while representing the club.
- Must complete a coaching commitment document.
- Work with Team Managers and Competition Coordinator to ensure professional communication is undertaken and maintained with parents and players.

Coaches must have a valid WWC card unless exempt.

Team Manager

Purpose: handle all administrative functions for the team and ensure the welfare of players is appropriately catered for.

Key Responsibilities:

- Liaise with all team members, parents, coaches and officials to ensure information on training, competition and club functions and events are communicated.
- Ensure players and coaches are appropriately attired for competition.
- Be a role model for the players in their team and set an exemplary standard of behaviour at all times while representing the club.
- Monitor the behaviour of the team's spectators during matches and take any corrective actions if required.
- Ensure all team equipment is safe and ready for use.
- Ensure the first aid kit is stocked appropriately.
- Ensure the team meets its match day obligations for scoring or time keeping. Develop and circulate a parent roster for these functions.

Appointment	1 year term. Elected at the Annual General Meeting.
<ul style="list-style-type: none">• The position is required to undertake:<ul style="list-style-type: none">• 1. Netball Australia Safeguarding Children and Young People – 30 minute online learning• 2. First Aid for Sport – a short 15-minute online overview (unless you already hold a first aid training – please send a copy of current certificate)• The successful candidate for this role may also be subject to a National Police Criminal History Check prior to appointment.• Must review and comply with all Dynamites Policies https://dynamitesnetballclub.com.au/policies/• Unless exempt all positions should have a valid Working with Childrens Card.	

