



NEWTON JAGUARS NETBALL CLUB

POSITION DESCRIPTION – Junior Co-ordinator

ORGANISATION:	Newton Jaguars Netball Club
POSITION TITLE:	Junior Co-ordinator
POSITION TYPE:	Voluntary / Honorarium \$1000pa
RESPONSIBLE TO:	Vice President of Netball, Club Committee
TERM OF OFFICE:	2020
TIME COMMITMENT:	Hours per week as negotiated
QUALIFICATION:	Minimum - Development Coaching Accreditation

POSITION REQUIREMENTS

PURPOSE:

The co-ordination of all grades from Go (under 9) to (Juniors under 15).
To co-ordinate Coach and Team Selections for the Winter and Summer competitions.
To provide direction and support to Coaches and Players in their future development
To facilitate a safe and fair environment for all parties to participate in.

KNOWLEDGE / SKILLS:

- Good communication and organisational skills
- Friendly and enthusiastic interpersonal skills
- Well informed on club activities.
- Contribute to the future directions and plans for the coaches and players development.
- Understanding of NJNC Constitution / By-laws / Policies and Procedures. Ability to make decisions and act in the best interest of NJNC and Players
- Displays strong supportive leadership skills to all members, players, volunteers and parents
- Maintain Confidentiality on relevant NJNC matters
- IT competency – familiar with basic operating systems, Microsoft Office, Internet, email and Facebook
- Competent in operating MY- Netball programmes
- Ability to make decisions and act in the best interest of NJNC and Players

RESPONSIBILITIES AND DUTIES

- Develop and promote an active “BELIEVE IT- ACHIEVE IT” culture in NJNC
- Create plan for trials (Winter and Summer) in cooperation with Netball committee.
- Ensure Trial registration and times are promoted on the website and to the netball community
- Communicate and plan trial program with Player Registrar.
- Organise communication with Coaches, selectors and Players regarding Trial process.
- Responsible to implement coaching Policy and player movement process for junior teams in consultation with Senior co-ordinator and Coaching Director
- Chair selection meetings with Coaches and selectors to finalise team placements.
- Be available to assist with trials as required



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RESPONSIBILITIES AND DUTIES CONTINUED:

- Communicate final team selections to Player Registrar for letters of offer to be sent.
- Provide open communication with parents on team selection and Development opportunities as requested
- Organise start of season training and court space allocation
- Ensure all coaches are supplied with full kit through Equipment Officer
- Co-ordinate with Match Committee and Coaching Director the appointment of Team Coaches.
- Co-ordinate the duties and expectation of coaches to participate in coaching development and education in consultation with Coaching Director.
- Work in conjunction with the Senior co-ordinator and Coaching Director
- Co-ordinate the Junior Coaches and liaise with Senior Co-ordinator and Coaching Director to provide direction and assistance as required
- Co-ordinate with Club Secretary to maintain coaching records and Coach accreditation records
- In consultation with Coaches, Coaching Director and senior Co-ordinator select age group Talent Squads for specialized Coaching and development.
- Ensure there is a talent identification program to facilitate the promotion of players is in place and communicated to coaches.
- Co-ordinate Talent review meetings with Coaches as required to evaluate players for grading review based on development
- Be available to attend Junior Training sessions during the Week
- Attend Junior games on game days
- Ensure players are treated fairly and given maximum opportunity to develop.
- Ensure that permanent and temporary movement, or fill in players between teams during the season are communicated to Player Registrar.
- Communicate with players / parents with regard to any season grievances. Inform Match Committee of any escalation to official complaints stage
- Ensure coaches complete Coaches reports on players according to player performances for the season. Reports to be supplied to Coaching Director and Club secretary
- Ensure all coaches players and parents are aware of the NJNCC Codes of Conduct
- Ensure team managers are aware of their responsibilities
- Co-ordinate and Chair match committee meetings as required
- Assist with Player recognition initiatives - Jazzy Jag, Vouchers, Best players
- Co-ordinate Carnival nominations
- Assist with organisation of Junior presentation for Winter season
- Co-ordinate Winter Development day prior to season starting
- Co-ordinate Junior Premier league night with Sponsorship co-ordinator, coaches and fundraising Committee
- Actively encourage involvement in Fundraising initiatives
- Attend monthly Committee Meetings and provide report. Copy to be forwarded to Match Committee, Club Secretary and Coaching Director prior to meeting.



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ADDITIONAL INFORMATION

REQUIRED CHECKS

- Working with Children
- DSI Check

THE OPPORTUNITY TO:

- Work as part of a team of people dedicated to the growth and development of netballers, coaches and officials of NJNC
- To provide skills in a positive, engaging and challenging way
- Be an active contributor to providing a safe, caring and positive environment for young people being involved in the NJNC
- Be part of a group of people dedicated to the development and longevity of the NJNC

HONORARIUM: \$1000pa

- Subject to Committee approval and completion of term

FOR FURTHER INFORMATION REGARDING THIS POSITION PLEASE CONTACT THE PRESIDENT OR SECRETARY OF THE NEWTON JAGUARS NETBALL CLUB ON THE WEBSITE