



NEWTON JAGUARS NETBALL CLUB

POSITION DESCRIPTION – Senior Co-ordinator

ORGANISATION:	Newton Jaguars Netball Club
POSITION TITLE:	Senior Co-ordinator
POSITION TYPE:	Voluntary / Honorarium
RESPONSIBLE TO:	Vice President of Netball, Club Committee
TERM OF OFFICE:	1 Year / 2 Years
TIME COMMITMENT:	Hours per week as negotiated
QUALIFICATION:	Minimum - Development Coaching Accreditation

POSITION REQUIREMENTS

PURPOSE:

The co-ordination of all grades of AMND Seniors
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 NJNC activities.
- Contribute to the future directions and plans for the coaches and players development.
- Understanding of the NJNC Constitution / By-laws / Policies and Procedures. Ability to make decisions and act in the best interest of the Club 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 the NJNC and Players

RESPONSIBILITIES AND DUTIES

- 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 Senior teams in consultation with Junior co-ordinator and Coaching Director
- Chair selection meetings with Coaches and selectors to finalise team placements.
- Responsible to implement Coaching Policy and player movement process for Senior teams in consultation with Junior co-ordinator and Coaching Director
- 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 Junior co-ordinator and Coaching Director and PL Coaches
- Co-ordinate Senior coaches and liaise with Junior Co-ordinator and Coaching Director and PL Coaches 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, Junior Co-ordinator and PL Coaches 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 Senior Training sessions during the Week
- Attend Senior 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
- Ensure all coaches players and parents are aware of NJNC 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 - Best players
- Co-ordinate Carnival nominations
- Assist with organisation of Senior presentation for Winter season
- Co-ordinate Winter Development day prior to season starting
- Co-ordinate Senior Premier league night with Sponsorship co-ordinator, coaches and fundraising Committee
- Actively encourage involvement in Fundraising initiatives

ADDITIONAL INFORMATION

REQUIRED CHECKS:

- Working with Children Check
- DSI check



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THE OPPORTUNITY TO:

- Work as part of a team of people dedicated to the growth and development of netballers, coaches and officials of the NJNC
- Have an active input into the goals and objectives 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
SECRETARY OF THE NEWTON JAGUARS NETBALL CLUB ON THE WEBSITE