



# POSITION DESCRIPTION

## *Holy Spirit Parish Netball Club*

<b>Position Title:</b>	<b>Coaches Coordinator</b>
<b>Reports to:</b>	Executive and Committee
<b>Employment Status:</b>	Volunteer
<b>Time Commitment</b>	Elected annually at the HSNC Annual General Meeting
<b>Holy Spirit Parish Netball Club</b>	<p>Holy Spirit Parish Netball Club (HSNC) is a not for profit, member based organisation which is governed by a volunteer Committee. It is a Club Member of Melbourne East Netball Association (MENA) and is governed by MENA, Netball Victoria and is affiliated with Netball Australia.</p> <p>HSNC exists to create a positive and strong local netball club that encourages players to try their best and have fun. The club is committed to providing an environment where players can learn and develop the skills and rules of netball. Players participate in a sportsperson like manner, in an inclusive, safe and positive environment. HSNC aims to build confidence, skills and foster a positive experience with the club and the game of netball. HSNC expects all players and coaches to respect their team mates, opposition, coaches, umpires and administrators and represent the club with pride and passion.</p> <p>The HSNC Executive consists of the President, Vice President, Secretary and Treasurer, with a Committee that supports a number of functions and roles of the club.</p>
<b>Commitment to Child Safety</b>	We are 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, HSNC is committed to ensuring the safety of all of its players particularly Children and Young People. The Netball Victoria Child Protection Commitment Statement is crucial to HSNC and its Affiliates commitment to providing a safe environment for children in netball and consists of principles and benchmarks NV has in place.

### Primary Purpose of Position

- Responsible for the recruitment, training, development and management of coaches

### Key Responsibilities

- Appoint the coaches when teams are finalized
- Communicate with coaches advising of their team and training times
- Communicate with Coaches any updates from MENA
- Check in with coaches at training and on game day
- Organise HSNC coaches courses
- Manage the Netball Coach App registration and provide coaches with access
- Provide U9 Coaches with Net Set Go manuals and coaches activities
- Provide coaches with tools to assist recording player court placements
- Liaise with the Executive in the event of coaching issues / challenges / conflict
- Conduct regular meetings with the coaches and report to the committee the outcome of the meetings
- Promote any MENA or Netball Victoria coaching courses/clinics and accreditation
- Disseminate information to coaches regarding courses and seminars and provide coaching advice and support where possible
- Foster the growth and raise the standards of HSNC coaches
- Encourage beginner coaches including players and parents to undertake formal coach education and or become accredited coaches
- Maintain records of coaching service and accreditation
- Liaise with the Treasurer in formulating a budget anticipating cost of coaching
- Ensure all coaches are recognised for their efforts
- Be the first point of contact for conflict resolution for players and coaches

### Knowledge, Skills & Abilities

- Communicate effectively and has good interpersonal skills

- Well organised
- Able to relate to a diverse group of individuals
- Maintain confidentiality on relevant matters
- Good working knowledge of the Constitution and Policies of the Club and MENA
- IT competency familiar with basic operating systems including MyNetball
- Positive and enthusiastic
- Ethical, honest and trustworthy
- Dedicated Club person
- Completed the Development Coaches Accreditation Course

#### **Other Requirements**

- Working with Children Check
- Fulfills COVID vaccination requirements as per Government directives