



HI-LITES NETBALL CLUB

Reg. No. 3862

Position Title	Coaches Co-Ordinator
Status	Committee Volunteer
Hi-Lites Netball Club	Hi-Lites Netball Club is a non-profit sporting club that prides itself on being a family-friendly club where all players at all levels are welcome. We encourage sportsmanship, team morale, and family participation.
Expenses	Pre-agreed out-of-pocket expenses will be reimbursed
Remuneration	N/A
Commitment	<ul style="list-style-type: none"> ● 2 hours per week for correspondence and committee tasks during the season ● 2 hours bi-monthly to attend Committee Meetings ● 3 hours for Club Annual General Meeting (AGM) ● Available to oversee and mentor coaches on match days <p>NB The position is usually filled at the end of the financial year AGM and held for 24 months</p>
Compliance Requirements	<ul style="list-style-type: none"> ● Hold a current Working with Children Check ● Completion of any training required specific to the role ● Fulfil Child Safety requirements ● Hold a current Netball Victoria Membership (reimbursed by Hi-Lites Netball Club)
Primary Purpose of Position	
<ul style="list-style-type: none"> ● To uphold and promote the Values, Code of Conduct, Purpose Statement, and various policies of the Hi-Lites Netball Club ● To support all areas of club activities both on and off the court ● Liaise between parents and coaches and provide support to our junior coaches where required ● Provide grading assistance as part of the grading committee ● Provide skills assessment for team placement as required <p><i>If at any stage the Coach Co-Ordinator becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.</i></p>	

Key Responsibilities	<p><i>To successfully undertake the role of Coaches Co-Ordinator the role requires the person:</i></p> <ul style="list-style-type: none"> ● Contribute to creating an environment that encourages sharing of information, ideas, and feedback ● Represent the Hi-Lites Club in a professional and positive manner ● Is a member of the Hi-Lites Netball Club committee ● Undertake the role in good faith and honesty ● Act in the best interest of the members always ● Assist with grading, grading communication, and team placements as required
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- Allocating appropriate coaches to each team
- Conduct regular meetings with coaches to allow for opportunities to deliver training and provide feedback
- Set up and provide regular communication with coaches via the agreed communication platform to keep them informed and updated on any relevant information
- Liaise between Coaches, Team Managers, and parents (if required) to facilitate and sort out any issues that may arise
- Coaches Co-Ordinator is to also keep a telly of assets and club equipment, including the audit for any new equipment required

Essential Skills and Experience

- Effective communication skills
- Personal organisation skills
- Effective delegation skills
- Enthusiastic and well organised
- Leadership, encouragement, and coaching skills
- Able to work independently and as a part of a team
- Access to a computer, the internet and basic computer skills