



# HI-LITES NETBALL CLUB

Reg. No. 3862

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| <b>Position Title</b>   | Uniform Co-Ordinator  |
| <b>Status</b>   | Committee Volunteer   |
| <b>Hi-Lites Netball Club</b>  | 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.  |
| <b>Expenses</b>   | Pre-agreed out-of-pocket expenses will be reimbursed  |
| <b>Remuneration</b>   | N/A   |
| <b>Commitment</b>   | <ul style="list-style-type: none"> <li>● 1-2 hours per week to co-ordinate the uniform needs of our playing community</li> <li>● 2 hours bi-monthly to attend Committee Meetings</li> <li>● 3 hours for Club Annual General Meeting (AGM)</li> </ul> <p>NB The position is usually filled at the end of the financial year AGM and held for 24 months</p> |
| <b>Compliance Requirements</b>  | <ul style="list-style-type: none"> <li>● Hold a current Working with Children Check</li> <li>● Completion of any training required specific to the role</li> <li>● Fulfil Child Safety requirements</li> <li>● Hold a current Netball Victoria Membership (reimbursed by Hi-Lites Netball Club)</li> </ul>  |
| <b>Primary Purpose of Position</b>  |   |
| <ul style="list-style-type: none"> <li>● To uphold and promote the Values, Code of Conduct, Purpose Statement, and various policies of the Hi-Lites Netball Club</li> <li>● To support all club activities both on and off the court</li> <li>● To ensure that all Hi-Lites netball Club playing members have the correct uniform</li> </ul> <p><i>If at any stage the Uniform 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> |   |

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| <b>Key Responsibilities</b> | <p><i>To successfully undertake the role of Uniform Co-Ordinator, the role requires the person:</i></p> <ul style="list-style-type: none"> <li>● When representing Hi-Lites Netball Club, present the club in a professional and positive manner</li> <li>● Administer the recording of the club's uniform assets</li> <li>● Maintain adequate stock levels for all uniform sizes and re-order when required</li> </ul> <p><i>End of Year handover</i></p> <ul style="list-style-type: none"> <li>● At the end of each financial year, a key activity of the Umpire Co-Ordinator will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Club Secretary prior to the AGM each year</li> </ul> |
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### Induction of incoming Uniform Co-Ordinator

- An important responsibility of the outgoing Uniform Co-Ordinator is to train, mentor and support the incoming Uniform Co-Ordinator.

### *Essential Skills and Experience*

- Effective communication skills
- Personal organisation skills
- Enthusiastic and well organised
- Be discreet and able to maintain confidentiality on relevant matters
- Able to work independently and as a part of a team
- Knowledge of uniform stock levels
- Access to a computer, the internet and basic computer skills