



Central Victorian Football Commission POSITION DESCRIPTION

Position: Netball Coordinator Department: AFL Central Victoria Commission	Date: December 2019
Overview of Role	<p>AFL Central Victoria's Strategic Pillars are:</p> <ul style="list-style-type: none">• Participation Programs – Programs tailored to introduce, recruit, transition and retain participants in our game.• Community Football/Netball – The community is a better place because of the local football and netball club.• Pathways – A clear pathway for players, coaches, umpires and support staff that enables them to reach their potential.• Facilities – Through strong partnerships, plan facilities that build the capacity of the Region, fostering a sustainable, innovative and viable Central Victorian football and netball community.• Organisation and People – Our people will be equipped to lead and manage the growth of development of our games. Positions will be fulfilling, enjoyable and sought after. <p>The Netball Coordinator is responsible for working as part of an administrative team to ensure Bendigo Strathdale Netball Association, AFL Central Victoria Netball Academy and other league administration (as required) receive high levels of service that reflect the administration agreements.</p>
Key Relationships	<p>Reports to the:</p> <ul style="list-style-type: none">• AFL Central Victoria Region Operations Manager <p>Other Key Relationships include:</p> <ul style="list-style-type: none">• BSNA Committee of Management and Clubs• BFNL Clubs and Board of Management• AFL CV Commission• Hub Staff



Job/Task Profile	<p><i>Responsibilities shall include, but not limited to the following:</i></p> <p>The person responsible for Netball Coordination will play a key role in the running of the BSNA, AFL Central Victoria Academy and assisting with League netball administration.</p> <p>KEY ROLES AND RESPONSIBILITIES</p> <p>BSNA</p> <ul style="list-style-type: none"> • Be a key contact point for Clubs and Committee • Work closely with the Committee and attend Committee Meetings. Manage agenda's, minutes and correspondence for the Committee • Ensure BSNA meet Consumer Affairs requirements including AGM and Annual Reports • Provide administration for BSNA as outlined in the administration agreement • Manage the MyNetball requirements for BSNA including registration, training and fixtures • Manage competition as outlined in the bylaws • Prepare and distribute all match day documents • Attend Friday night games during the winter season as required <p>Academy</p> <ul style="list-style-type: none"> • Coordinate the AFL Central Victoria Netball Academy • Act as squad manager for training session on Wednesday afternoons <p>Other:</p> <ul style="list-style-type: none"> • Assist BFNL with netball administration • Finals supervisor for BFNL finals • Assist with programs to develop coaches and umpires • Assist with umpire allocation for finals • Undertake other duties as required, be prepared to work within the team environment to ensure the overall success of AFL Central Victoria.
Key Selection Criteria	<p>Mandatory</p> <ul style="list-style-type: none"> • Tertiary qualifications or experience in related field • Proven ability to show initiative, plan and set priorities • High level of attention to detail • Strong verbal and written communication skills • Experience in building relationships and working with volunteers • Demonstrated personal initiative and ability to work effectively in a team environment • Sound knowledge of the netball industry • Developed IT skills • Ability to work flexible hours including nights/weekends • Passion, self motivated and the willingness to become immersed in work <p>Desirable</p> <ul style="list-style-type: none"> • Sound knowledge of governance best practices. • Experience in stakeholder relationship building involving local sporting clubs, community Leagues, business, government or community groups • Understanding of the unique challenges confronting a high-profile sporting organisation



Proud to service the football and netball communities in central Victoria

AFLCV Values



Note: This PD is subject to change as required and determined by the RGM.