

DIRECTOR Netball

POSITION DESCRIPTION 2021

1. Oversee all aspects of the management of the Netball Teams.
2. Prepare an annual budget of proposed expenses relating to the operation of the Netball Teams.
3. Produce monthly reports to the Committee covering all aspects of Netball.
4. Work with Head Coach on player recruitment and compile player contracts for the season.
5. Liaise with the Club Treasurer weekly for all required payments, (players, trainers and umpires.)
6. Develop and coordinate a Netball Leadership group to complete various roles during the season and work with this group to appoint coaches, selectors and team managers.
7. Be available to liaise with Netball coaches.
8. Co-ordinate netball players fund raising activities as required.
9. In conjunction with the President Represent, the Club at AFL South East in relation to Netball matters.
10. Attend MPNFL Netball Management meetings as required
11. Oversee women's player sponsors initiatives reporting to the Club Secretary.

12. Prepare and lodge all game day paperwork and votes as required by the MPNFL and Netball Victoria. Including any player injury reports or incident reports as necessary.
13. Prepare paperwork and ensure weekly votes are completed and collated for end of season club awards.
14. Co-ordinate the rostering of Netball player volunteers for Club activities as required including the paid positions of Coffee machine operations for Seniors and Juniors and waiting staff for Presidents Lunchees..
15. Liaise with the Netball team managers to ensure the smooth operation of the administration around the teams.
16. Coordinate end of season presentation night requirements, awards, gifts, etc
17. Attend Committee meetings as required.
18. Take responsibility for the ongoing maintenance of the Club's commitment to working with Children requirements.
19. Ensure all groups within the Club (Men's football, Women's football and netball) have an appointed Child Safety Officer.
20. Collate and record all documentation in relation to this role:
 - Working with Children Check (WWC)
 - Child Safety E Learning Modules
 - Play by the Rules E Learning Modules