

Netball Manager

Objective

- To co-ordinate all off court netball activities for the Clubs teams to ensure that all coaches, players and support staff are provided with the highest level of support to enable them to compete and perform at the highest level
- To provide support to the Netball Executive and AFNC Executive and Committee members to ensure the efficient operation of the Club
- To ensure all players, coaches, parents and supporters are complying with club rules and policies

Responsibilities

- Assist Netball Executive, Coaches, Club Executive and Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee
- Attends MCDNFL Meetings as one of two (2) AFNC delegates.

Pre Season

- Coordinate formulation of the Netball Operational Plan.
- Formulate Netball Coaching Position descriptions and undertake advertising
- Co-ordinate Netball Executive to review applications and appoint coaches for the upcoming season and communicate outcomes
- Negotiate all clearances and player registrations in accordance with the league rules

During season

- Liaise between Players, Parents, Coaches, Netball Executive, Club Executive and General Committee and meet as required
- Oversee the Netball Executive ensuring the members are undertaking their roles satisfactorily (see role statements for these members)
- Ensure players attending League tribunal hearings are supported by quality advocates
- Ensure MCDNFL requirements for team selection and results entry to "MyNetball" is undertaken
- Appoint appropriate personnel to Netball Executive positions which include Netball Manager, Membership Co-ordinator, Umpires Co-ordinator, Match Day Co-ordinator, Uniforms and Equipment Co-ordinator, Coaches Co-ordinator for the upcoming season for approval at Club AGM
- Work with coaches and club Votes & Trophies Co-ordinator and to assist in arranging end of season awards and vote count

Relationships

- Reports to the President and Executive.
- Manages and supports Netball Executive – This role must not become involved with team selection etc. It must remain independent to limit any conflict of interest.
- Liaises with official Club suppliers & other key stakeholders

Accountability

- The Netball Manager is accountable to the President and Executive and is required to attend all AFNC committee meetings.
- The Netball Manager shall seek ratification from the AFNC Executive Committee of any payments and shall thereafter have the authority to act within the limits of that budget without reference to the Executive.
- Provide a report on portfolio operations to the monthly AFNC Committee meeting.

Netball Executive

Memberships Co-ordinator

- To co-ordinate the netball player registration process and upload onto “MyNetball” and collect netball registration fees
- Ensure MCDNFL and club documentation is completed as required
- To manage any clearances of players
- Attend Executive meetings as called by the Netball Manager

Umpires Co-ordinator

- To manage the umpires roster during each season
- To provide opportunities for umpires to attend development sessions and arrange performance reviews periodically including opportunities for badge testing
- To support and provide mentoring to junior and learning umpires
- To run rules information sessions in conjunction with the MCDNFL as required
- Attend Executive meetings as called by the Netball Manager

Match Day Co-ordinator

- Ensure completion of court report at the start of each day
- Arrange “set up and clean up” for home games
- To manage rosters for scoring and timekeeping
- To co-ordinate the votes & scorecards
- To ensure results are entered on “MyNetball” in required time lines
- Assist Canteen Operations Manager in rostering players and parents on canteen duties
- Attend Executive meetings as called by the Netball Manager

Uniform & Equipment Co-ordinator

- To keep accurate records of club uniforms and ensure it remains property of the AFNC.
- To inform the Netball Manager when new uniforms are required
- To manage the training and match day equipment including first aid kits, netballs and bibs
- Attend Executive meetings as called by the Netball Manager

Coaches Co-ordinator

- Assist Netball Executive in formulating Netball Coaching positions inclusive of “NetSetGo” Co-ordinator and to review applications for coaching appointments for the upcoming season.
- Direct, control and co-ordinate the duties of the Coaching and Selection Committees
- Liaise and assist all club coaches
- Ensure coaches are adhering to MCDNFL rules in regard to “MyNetball” team selection lodgment
- Conduct regular meetings with the all the club coaches and report to the Netball Executive outcomes of such meetings
- To liaise with MCDNFL and Region and disseminate information to club coaches regarding coaching courses and seminars and provide coaching advice wherever possible
- Foster the growth and raise the standards of the coaches in the club
- To encourage beginner coaches including players and parents to undertake formal coach Education and/or to become accredited coaches
- Attend Executive meetings as called by the Netball Manager