



POSITION DESCRIPTION – ADO

Organisation:	Mandurah Netball Association
Job Title:	Association Development Officer
Position Type:	Voluntary – Honorarium annually
Reports to:	Mandurah Netball Association President Regional Development Officer
Currently filled by:	
Commencement date:	
End date:	
Time Commitment:	Two Years

POSITION REQUIREMENTS

Purpose

- To lead the association's development of its Players and Coaches

Knowledge/Skills

- Qualification; Minimum Development Level
- Experience in coaching, team selections, grading or Talent Identification
- Strong organizational skills
- Good communication skills
- MyNetball Training (provided if necessary)
- Strong leadership qualities
- Problem solving and conflict resolution
- Work autonomously

RESPONSIBILITIES AND DUTIES

- **Submit a calendar of all association trials and coaching sessions in consultation with region and inform the administration to place bookings etc.**
- **Prepare a budget for Coach/Player activities and programs**
- **Organise an introduction to coaching session for beginner coaches, particular NetSet Go! coaches**
- **Design, implement and review development plan for Mandurah Netball Association**
- **Review annually the programs within the development plan**
- **Liaise with Regional Development Officer and State Development Officer regarding player and coach development at Association, Region and State level**
- **Disseminate information to club coaches regarding coaching courses and seminars as received from the Region and Netball WA**
- **Disseminate information to clubs regarding player development opportunities at Association, Region and State level**
- **Provide development opportunities for players and coaches**
- **To encourage beginner coaches including players and parents to undertake formal coach education and/or to become accredited coaches**
- **Work with the Association administration to nominate teams for Association Championships**
- **Organise with uniform coordinator fitting of uniforms for Association Championships**
- **Coordinate selection and management of coaches for the Association Championship Teams**
- **Lead the Association Coaches in their programs in preparation for the Association Championships**
- **Be available to answer queries/disputes from coaches/ teams/parents**
- **Abide by the Coaches Code of Conduct at all times**
- **Notify the selectors of the dates, times and venue of the selections**
- **Write the selection criteria and circulate to selectors**



- **Provide a list of successful players (and their allocated team) to the Association on completion of selections**
- **To be responsible, if so called on, for discussing with the committee and/or players (their parents) regarding the reason for/against the final selection of players**
- **Provide grading suggestions to the Association for all teams**
- **Convener over selection process and mediate selection decisions to an outcome if required**
- **Coordinate with the Mandurah Netball Association AUDO to have sufficient and appropriately qualified umpires for all Association Carnivals, Trials and the State Championships**
- **Plan & Coordinate the Development Dinner**
- **Supply appropriate names for consideration to the Association President, for Awards and trophies to be presented at the Development Dinner**
- **Supply Invoices for all payment to be made by the Association**
- **Submit reports to board as required**



ADDITIONAL INFORMATION

Required Checks:

- Proof of Identity
- Reference Check
- Working With Children Check
- Volunteer Police Clearance

The opportunity to:

- Work as part of team dedicated to the growth and development of *Mandurah Netball Association*
- Meet and network with other volunteers and industry professionals
- Have input into the goals and objectives of *Mandurah Netball Association*
- Use one's skills in a positive and engaging way

Reimbursement of Out-of-Pocket Expenses

(subject to advance authorisation and
presentation of receipts)

For further information regarding this position please contact

Mandurah Netball Association

Email : mna@bigpond.net.au

Office Phone (attended Mondays & Fridays Only 10am-2pm) 08 95815054