Coomera Netball Club

POSITION DESCRIPTIONS

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COACHING COORDINATOR POSITION DESCRIPTION

POSITION TITLE	Coaching Coordinator	**CATEGORY**	Volunteer
POSITION TERM	One year		
APPOINTMENT	Elected at the AGM		

Purpose: Effectively manage the training, development and management of coaches

KEY RESPONSIBILITIES

- Recruit coaches and recommend coaching appointments to the Executive Committee.
- Coordinate the training, development and ongoing support of coaches across all age groups.
- Maintain clear and effective communication between the Committee, coaches and managers.
- Act as the primary point of contact for coaches requiring advice, assistance or support.
- Foster the development of coaches and continually work to improve coaching standards across the Club.
- Encourage and assist coaches to obtain and maintain appropriate Netball Australia coaching accreditation.
- Liaise with Netball Queensland regarding coaching courses, clinics, workshops, accreditation and development opportunities.
- Organise coaching education sessions, clinics and development opportunities throughout the season.
- Provide coaching advice, mentoring and constructive feedback where required.
- Attend training sessions and Saturday competitions where possible to support coaches and managers and identify development opportunities.
- Establish and coordinate a Buddy Coach program, providing beginning or developing coaches with opportunities to work alongside experienced coaches.
- Regularly check in with coaches and Buddy Coaches regarding progress, concerns and support requirements.
- Conduct regular coach and manager meetings and report relevant outcomes to the Committee.
- Act as the first point of contact for conflict resolution involving players and coaches and escalate matters to the President or Executive Committee where required.
- Liaise with the Secretary to maintain accurate records of coaching appointments, service, qualifications and accreditation.
- Monitor coaching accreditation levels and identify gaps in coaching experience, qualifications or development needs.
- Liaise with the Treasurer to prepare and manage coaching-related budget requirements, including accreditation, education and development costs.
- Keep the President informed of relevant coaching matters, concerns and developments.
- Promote a safe, supportive, inclusive and enjoyable environment where netball is played in a competitive, fair and respectful spirit.
- Represent the Coomera Netball Club President, Executive Committee, Committee and Subcommittees in a professional and positive manner.
- Ensure coaches and managers understand and comply with relevant Club, Netball Queensland and Netball Australia policies, procedures and Codes of Conduct.

KNOWLEDGE AND SKILLS

- Strong communication and interpersonal skills.
- Ability to communicate effectively with coaches, managers, players, parents and Committee members.
- Sound conflict-resolution and problem-solving skills.
- Positive, approachable and enthusiastic manner.
- Strong organisational and time-management skills.
- Ability to provide constructive coaching advice, mentoring and feedback.
- Ability to maintain confidentiality when dealing with sensitive matters.

- Sound knowledge of the Coomera Netball Club Constitution, By-laws, policies and procedures.
- Good working knowledge of Netball Queensland and Netball Australia coaching pathways, accreditation requirements and Codes of Conduct.
- Ability to identify coaching development needs and facilitate appropriate education and support.

PERSONAL ATTRIBUTES

- Positive, supportive and approachable.
- Well organised and able to work in a structured manner.
- Able to relate effectively to a diverse range of individuals.
- Ethical, honest and trustworthy.
- Fair, respectful and able to maintain confidentiality.
- Committed to player, coach and Club development.
- Willing to mentor and support both new and experienced coaches.
- A dedicated Club person who promotes the values and reputation of Coomera Netball Club.

REQUIREMENTS

- Hold a current Working with Children Blue Card.
- Be a registered member of Netball Queensland.
- Hold a minimum Netball Australia Foundation Coach Accreditation or working towards (to be completed before round 1)
- Complete required Child Safeguarding in Sport training and any other mandatory Netball Australia, Netball Queensland or Club induction requirements.
- Maintain all required qualifications and accreditations throughout the appointment.

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FUNDRAISING / SPONSORSHIP COORDINATOR POSITION DESCRIPTION

POSITION TITLE	Fundraising / Sponsorship Coordinator	**CATEGORY**	Volunteer
POSITION TERM	One year		
APPOINTMENT	Elected at the AGM		

Purpose: To coordinate fundraising and sponsorship activities that generate financial and community support for Coomera Netball Club while building positive relationships with sponsors, members and local businesses.

KEY RESPONSIBILITIES

- Develop an annual fundraising and sponsorship plan for Committee approval.
- Identify suitable fundraising activities, sponsorship opportunities and potential community partners.
- Approach prospective sponsors only after receiving approval from the President or Management Committee.
- Prepare sponsorship proposals and coordinate approved sponsorship agreements.
- Ensure sponsorship benefits, acknowledgements and commitments are delivered.
- Build and maintain positive relationships with current and prospective sponsors.
- Coordinate fundraising events, raffles and other approved activities.
- Recruit and organise volunteers to assist with fundraising activities.
- Obtain required approvals, permits and licences before conducting fundraising activities.
- Work with the Treasurer to prepare budgets, record income and expenses and reconcile funds raised.
- Ensure all money received is promptly provided to the Treasurer and appropriately recorded.
- Seek donations and prizes from local businesses where approved
- Work with the social media or communications coordinator to recognise sponsors appropriately.
- Ensure sponsor logos and promotional materials are used in accordance with approved agreements.
- Provide regular fundraising and sponsorship reports to the Management Committee.
- Wear the official committee shirt when undertaking Club duties.
- Represent Coomera Netball Club positively and professionally.

KNOWLEDGE AND SKILLS

- Strong communication, relationship-building and customer-service skills.
- Ability to confidently approach and communicate with businesses and community organisations.
- Good organisational, planning and event-coordination skills.
- Ability to prepare sponsorship proposals, correspondence and reports.
- Ability to coordinate volunteers and manage several activities at once.

PERSONAL ATTRIBUTES

- Positive, enthusiastic and approachable.
- Professional and confident when representing the Club.
- Well organised, reliable and able to meet deadlines.
- Creative and willing to develop new fundraising ideas.
- Ethical, honest and trustworthy.
- Able to maintain confidentiality.
- Able to work cooperatively with sponsors, volunteers and committee members.
- Committed to the Club and its members.

REQUIREMENTS

- Hold a current Working with Children Check (Blue Card), where required.
- Be registered with Netball Queensland where required.
- Complete any safeguarding or Club induction training required by Coomera Netball Club.
- Comply with the Club's Constitution, by-laws, policies, financial delegations and codes of conduct.

Coomera Netball Club

GENERAL COMMITTEE MEMBER POSITION DESCRIPTION

POSITION TITLE	General Committee Member	**CATEGORY**	Volunteer
POSITION TERM	One year		
APPOINTMENT	Elected at the AGM		

Purpose: To support the effective, inclusive and responsible operation of Coomera Netball Club and contribute to a positive experience for players, families, volunteers and the wider netball community.

KEY RESPONSIBILITIES

- Contribute to discussion and decision-making in the best interests of the Club as a whole.
- Complete agreed tasks and provide practical support for club activities, events, competitions, fundraising and presentation functions.
- Uphold and follow the Club's Constitution, by-laws, policies, codes of conduct and committee decisions.
- Act as a positive representative of Coomera Netball Club and promote respectful, inclusive and child-safe behaviour.
- Declare any actual, potential or perceived conflict of interest and manage it in accordance with Club requirements.
- Maintain confidentiality regarding sensitive committee, member and player matters.
- Wear the official Coomera Netball Club committee shirt when attending games, club events, presentations and other official duties, where required.
- Attend semi-finals, preliminary finals and grand finals where Coomera Netball Club teams are participating and assist with club duties as required.

KNOWLEDGE AND SKILLS

- Clear, respectful communication and the ability to work cooperatively as part of a team.
- Sound judgement and a willingness to consider different views before decisions are made.
- Basic organisational and time-management skills, including following through on commitments.
- Ability to use email and basic online tools for committee communication.

PERSONAL ATTRIBUTES

- Reliable, approachable and willing to contribute.
- Honest, respectful and committed to acting in the Club's best interests.
- Inclusive and supportive of players, families, officials and volunteers.
- Able to maintain appropriate boundaries and handle sensitive matters discreetly.

REQUIREMENTS

- Hold a current Working with Children Check (Blue Card), where required for the role and activities undertaken.
- Be a registered member of Netball Queensland where required.
- Complete any child-safeguarding, member-protection or Club induction training required by Coomera Netball Club, NGCNA or Netball Queensland.
- Comply with all applicable Club, association, Netball Queensland and Netball Australia policies.
- Advise the President or Secretary promptly if unable to attend meetings or complete an agreed task.

Coomera Netball Club

MEMBER PROTECTION OFFICER POSITION DESCRIPTION

POSITION TITLE	Member protection officer	**CATEGORY**	Volunteer
POSITION TERM	One year		
APPOINTMENT	Elected at the AGM		

Purpose: To ensure that the Choose an item. treats all members equally, fairly and with respect and ensure prompt resolution of both written and oral complaints

KEY RESPONSIBILITIES

- Be the first point of contact for the members, parents, and officials to hear any grievances in relation to harassment, child protection, discrimination, and any other forms of inappropriate behaviour
- Undertake any duties of a Complaint Manager (as per Netball Australia's Member Protection Policy.
- Act as an impartial body, offering information and options to what a complainant may do but DO NOT give advice
- Be able to identify options for resolution of conflicts and grievance
- Refer complaints and grievances to other bodies in conjunction with the Choose an item. Policies and Procedures
- Support the complainant in taking the issue further if that is what the complainant opts to do
- Ensure that information about how and where to complain is kept up to date and made available and that the information is in line with the Complaints Handling Policy.
- Understand and be aware of the policies and procedures of the Choose an item.
- Keep written records of meetings and issues surrounding any grievance
- Acknowledge complaints in a timely manner, address complaints promptly and keep the complainant informed throughout the process
- Clarify the key issues if the complaint with the complainant
- Declare any actual or potential conflicts of interest
- Act without bias, reach conclusions and form views on the facts of the case, considering matters that are relevant and not those irrelevant
- Give reasons for any decisions made, any changes that have resulted from the complainant and details of any remedy
- Keeping all information relating to the issue/parties involved confidential
- Keep up to date with information in relation to harassment, discrimination, child protection and any other forms of inappropriate behaviour
- Be accessible, approachable, and able to maintain confidentiality
- Ensure all responses and outcomes are recorded, filed, and reported to the Choose an item. committee to assist with best practice and continuous improvement on complaint handling procedures

KNOWLEDGE AND SKILLS

- Willingness to develop a sound knowledge of netball and coach practices
- Understanding of training and match day responsibilities
- Effective communication and interpersonal skills
- Positive and enthusiastic
- Can maintain confidentiality on relevant matters
- Demonstrates flexibility and adaptability when planning

PERSONAL ATTRIBUTES

- Well organised and able to work in an orderly manner
- Be able to relate to a diverse group of individuals

- Create a culturally safe environment
- Ethical, honest, reliable and trustworthy

REQUIREMENTS

- Hold a current Working with Children Check (Blue Card).
- Be registered with Netball Queensland
- Complete any safeguarding or Club induction training required by Coomera Netball Club, NGCNA or Netball Queensland.
- Comply with the Club's Constitution, by-laws, policies and codes of conduct.

Coomera Netball Club

NETSETGO COORDINATOR POSITION DESCRIPTION

POSITION TITLE	NetSetGO Coordinator	**CATEGORY**	Volunteer
POSITION TERM	One year		
APPOINTMENT	Elected at the AGM		

Purpose: To coordinate the delivery, administration and development of Coomera Netball Club's NetSetGO program and support its coaches, participants and families.

KEY RESPONSIBILITIES

- Coordinate the Club's NetSetGO program and scheduled sessions.
- Provide coaches and families with session dates and relevant information before the program begins.
- Communicate relevant information from NGCNA and Netball Queensland to NetSetGO coaches.
- Act as the main game-day contact for NetSetGO coaches.
- Support coaches with questions, concerns and program requirements.
- Promote a safe, positive, inclusive and enjoyable introduction to netball.
- Prepare a NetSetGO report for Management Committee Meetings.
- Attend committee meetings and provide program updates when required.
- Maintain confidentiality and refer serious concerns to the President or Management Committee.
- Undertake other reasonable NetSetGO-related duties when required.
- Wear the official committee shirt when undertaking Club duties.
- Represent Coomera Netball Club positively and professionally.

KNOWLEDGE AND SKILLS

- Effective communication and interpersonal skills.
- Good organisational and time-management skills.
- Ability to work positively with children, families and coaches.
- Understanding of NetSetGO program requirements.
- Working knowledge of the Club's Constitution, by-laws, policies and codes of conduct.
- Understanding of the Rules of Netball

PERSONAL ATTRIBUTES

- Positive, enthusiastic and passionate about encouraging children to participate in netball.
- Approachable, patient and supportive.
- Well organised and reliable.
- Able to relate to people of different ages and backgrounds.
- Ethical, honest and trustworthy.
- Able to maintain confidentiality.
- Dedicated to the Club and its NetSetGO participants.

REQUIREMENTS

- Hold a current Working with Children Check (Blue Card).
- Be registered with Netball Queensland where required.
- Have completed, or be willing to complete, the Rules of Netball Theory Examination.

- Complete any child-safeguarding or Club induction training required by Coomera Netball Club, NGCNA or Netball Queensland.
- Attend committee meetings and NetSetGO activities as required.

Coomera Netball Club

PRESIDENT POSITION DESCRIPTION

POSITION TITLE	President - Management Committee	**CATEGORY**	Volunteer
POSITION TERM	One year		
APPOINTMENT	Elected at the AGM		

Purpose: To provide leadership, governance and oversight for Coomera Netball Club and guide its operations and future direction in accordance with the Club's Constitution, by-laws, policies, objects and affiliations.

KEY RESPONSIBILITIES

- Provide leadership and direction to the Management Committee and support all committee members to understand and fulfil their responsibilities.
- Oversee the Club's operations and promote effective administrative, financial, social and member support across all activities.
- Lead the Club's strategic direction and encourage sustainable growth while maintaining a safe, inclusive, child-safe and family-friendly environment.
- Ensure the Club operates in accordance with its Constitution, by-laws, policies, codes of conduct, applicable laws and relevant NGCNA, Netball Queensland and Netball Australia requirements.
- Work with the Secretary and other Management Committee members to prepare meeting agendas and ensure relevant matters are brought before the committee.
- Request Management Committee Meetings when necessary and support timely decisions, including written or electronic resolutions where permitted by the Constitution.
- Represent the Club at NGCNA meetings, Netball Queensland meetings, governance forums, member meetings and official events, or arrange an appropriate delegate where approved.
- Keep the Committee informed of relevant updates, requirements and decisions from NGCNA, Netball Queensland and Netball Australia.
- Support responsible planning, budgeting and use of Club resources in the best interests of members and the future development of the Club.
- Ensure proposed changes to Club policies or procedures are considered and approved through the appropriate Management Committee process.
- Promote fair, impartial and confidential handling of complaints, disciplinary matters and grievances in accordance with the Constitution, policies and principles of natural justice.
- Declare and appropriately manage any actual, potential or perceived conflict of interest and support the maintenance of the Club's Register of Interests.
- Act honestly, in good faith and in the best interests of the Club; exercise reasonable care, skill and diligence; and support decisions properly made by the Management Committee.
- Attend key Club activities and events, including semi-finals, preliminary finals and grand finals where Coomera teams are participating, where reasonably available.

KNOWLEDGE AND SKILLS

- Strong understanding of the Coomera Netball Club Constitution, by-laws, policies, procedures and committee structure.
- Good working knowledge of NGCNA requirements and relevant Netball Queensland and Netball Australia rules, policies and codes of conduct.
- Understanding of community sport governance, financial oversight, risk management, child safety and volunteer-based club operations.
- Strong leadership, decision-making and meeting-chairing skills, with the ability to remain focused and impartial.
- Clear written and verbal communication skills and the ability to engage respectfully with members, volunteers, officials and external organisations.
- Ability to understand the responsibilities of all committee positions, delegate appropriately and support people to perform their roles.
- Ability to seek and apply constructive feedback and respond appropriately to changes in member, Club, NGCNA and Netball Queensland requirements.

PERSONAL ATTRIBUTES

- Approachable, reliable and committed to the Club and its members.

- Ethical, honest, trustworthy and able to maintain confidentiality.
- Fair, unbiased and able to consider issues objectively before decisions are made.
- Confident and calm when managing opposing views, resolving disagreements or having difficult conversations.
- Clear sense of purpose and the ability to lead by example.
- Able to engage, encourage and positively influence committee members and volunteers.
- Receptive to change and willing to make decisions that support the long-term interests of the Club.

REQUIREMENTS

- Be at least 18 years of age and be an Ordinary Member or Life Member of Coomera Netball Club.
- Hold a current Working with Children Check (Blue Card), where required.
- Be registered with Netball Queensland
- Complete any child-safeguarding, member-protection or Club induction training required by Coomera Netball Club, NGCNA or Netball Queensland.
- Attend meetings regularly and provide reasonable notice when unable to attend.
- Comply with the Club's Constitution, by-laws, policies and codes of conduct and all applicable legal and affiliation requirements.

Coomera Netball Club

REGISTRAR POSITION DESCRIPTION

POSITION TITLE	Registrar	**CATEGORY**	Volunteer
POSITION TERM	One year		
APPOINTMENT	Elected at the AGM		

Purpose: To effectively manage and administer Coomera Netball Club's membership and registration processes. This includes maintaining accurate member information, processing registrations and liaising with Netball Queensland through Netball Connect.

KEY RESPONSIBILITIES

- Administer the Club's membership and player registration processes.
- Establish and maintain the Club's registration products in Netball Connect.
- Process player, coach, manager, umpire, volunteer and other member registrations as required.
- Maintain accurate and current member information in Netball Connect.
- Regularly check Netball Connect for new registrations, transfers, de-registrations and member updates.
- Process transfers and de-registrations in accordance with Club and Netball Queensland requirements.
- Enter and maintain team information in Netball Connect once teams have been confirmed.
- Respond to registration and membership enquiries from players, parents, coaches and other members.
- Provide members with clear information about registration requirements, fees, payment options and relevant deadlines.
- Work with the Treasurer to monitor registration fee payments and identify outstanding accounts.
- Refer payment arrangements, financial hardship requests, refunds and outstanding debts to the Treasurer and Management Committee when approval is required.
- Assist the Treasurer in confirming that applicable affiliation and membership fees are paid to NGCNA, Netball Queensland and other relevant bodies.
- Submit Play On vouchers through the Queensland Government portal and maintain appropriate supporting records.
- Monitor outstanding or unsuccessful voucher applications and follow up with members as required.
- Provide regular registration numbers, membership statistics and outstanding action reports to the Management Committee.
- Ensure membership information is handled securely and in accordance with privacy requirements.
- Develop and maintain strategies that support membership retention and sustainable growth.
- Recommend improvements to the Club's registration and membership processes.
- Maintain an understanding of Club registration packages, Netball Queensland fees and NGCNA requirements.
- Maintain confidentiality regarding personal, registration and financial information.
- Declare and appropriately manage any actual, potential or perceived conflict of interest.
- Wear the official Coomera Netball Club committee shirt when undertaking official Club duties, where required.
- Represent Coomera Netball Club positively and professionally.

KNOWLEDGE AND SKILLS

- Confident using computers, email, online forms and database systems.
- Ability to learn and effectively use Netball Connect and relevant government portals.
- Good understanding of the Club's membership categories, registration packages and fee structure.
- General understanding of Netball Queensland and NGCNA registration requirements and applicable fees.
- Strong organisational and time-management skills.
- Ability to manage a high workload and meet deadlines, particularly during the peak registration period.
- High level of accuracy and attention to detail.
- Good written and verbal communication skills.
- Ability to prepare clear membership and registration reports for the Management Committee.

- Ability to handle personal and financial information securely and confidentially.

PERSONAL ATTRIBUTES

- Well organised and able to work in an orderly manner.
- Reliable and able to follow tasks through to completion.
- Approachable and responsive to member enquiries.
- Patient when assisting members with registration difficulties.
- Calm and able to work under pressure during busy registration periods.
- Accurate and attentive to detail.
- Dedicated to the Club and its members

REQUIREMENTS

- Hold a current Working with Children Check (Blue Card)
- Be a registered member of Netball Queensland where required.
- Complete any child-safeguarding, member-protection or Club induction training required by Coomera Netball Club, NGCNA or Netball Queensland.
- Comply with the Club's Constitution, by-laws, privacy requirements, policies and codes of conduct.
- Complete an appropriate handover at the end of the term, including registration records, outstanding actions, system information and relevant account access.

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SECRETARY POSITION DESCRIPTION

POSITION TITLE	Secretary – Management Committee	**CATEGORY**	Volunteer
POSITION TERM	One year		
APPOINTMENT	Elected at the AGM		

Purpose: To provide effective administrative and secretarial support to the President and Management Committee and to maintain the official governance, meeting and correspondence records of Coomera Netball Club.

KEY RESPONSIBILITIES

- Provide administrative and secretarial support to the President and Management Committee.
- Coordinate the annual meeting schedule and prepare agendas in consultation with the President.
- Collect committee reports and distribute agendas and supporting documents within the required timeframes.
- Attend and accurately minute Management Committee Meetings, Annual General Meetings and Special General Meetings.
- Record attendance, apologies, decisions, voting outcomes, conflicts of interest and agreed actions.
- Distribute draft minutes within the Constitution's timeframes and maintain confirmed minutes as official Club records.
- Record written and electronic resolutions in the minutes of the next Management Committee Meeting.
- Maintain current copies of the Constitution, by-laws, policies, committee appointments and delegations.
- Manage Club correspondence and distribute relevant information through approved communication channels.
- Coordinate and manage bookings for meeting rooms, netball courts and other facilities required for Club trials, grading and other Club activities as required.
- Work with the Registrar and Treasurer to prepare accurate membership, AGM and statutory reports.
- Prepare AGM documentation and ensure meeting notices contain all required information.
- Lodge constitutional amendments and other required documents within the applicable timeframes.
- Protect confidential, personal and sensitive Club information.
- Assist committee members with administrative duties when required.
- Declare and manage any conflicts of interest.
- Attend key Club activities where administrative support is required.
- Wear the official committee shirt when undertaking Club duties.
- Represent Coomera Netball Club positively and professionally.

KNOWLEDGE AND SKILLS

- Effective written and verbal communication skills.
- Strong administrative, organisational and record-management skills.
- Ability to prepare accurate agendas, minutes, correspondence and reports.
- Good listening skills and attention to detail.
- Ability to organise meetings, monitor actions and meet deadlines.
- Ability to use email, word-processing software, online storage and Club communication systems.
- Understanding of the Club's Constitution, by-laws, policies and committee structure.
- General understanding of meeting procedures and incorporated-association reporting requirements.
- Ability to handle personal and confidential information appropriately.
- Ability to work cooperatively with the President, Treasurer, Registrar and other committee members.

PERSONAL ATTRIBUTES

- Well organised, reliable and methodical.

- Accurate and attentive to detail.
- Ethical, honest and trustworthy.
- Able to maintain confidentiality.
- Fair and impartial when recording discussions and decisions.
- Calm and professional when dealing with sensitive matters.
- Supportive of committee members and volunteers.

REQUIREMENTS

- Be at least 18 years of age.
- Be an Ordinary Member or Life Member of Coomera Netball Club.
- Hold a current Working with Children Check (Blue Card)
- Be registered with Netball Queensland
- Complete any child-safeguarding, member-protection or Club induction training required by Coomera Netball Club, NGCNA or Netball Queensland.
- Attend committee and general meetings and provide reasonable notice when unable to attend.
- Comply with the Club's Constitution, by-laws, policies, privacy requirements and codes of conduct.
- Complete a full handover at the end of the term, including minutes, correspondence, registers, governance documents, outstanding matters and relevant system access.

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SOCIAL MEDIA COORDINATOR POSITION DESCRIPTION

POSITION TITLE	Social Media Coordinator	**CATEGORY**	Volunteer
POSITION TERM	One year		
APPOINTMENT	Elected at the AGM		

Purpose: To manage Coomera Netball Club's social media platforms and communicate accurate, timely and engaging information to members and the wider community.

RESPONSIBILITIES

- Create and publish approved Club content.
- Promote registrations, events, games, clinics, sponsors and Club achievements.
- Confirm information is accurate before publishing.
- Maintain consistent Club branding and communication.
- Follow the Club's social media, photography, privacy and child-safety policies.
- Confirm photo and video consent before publishing identifiable content.
- Monitor messages and comments and refer enquiries or complaints to the appropriate committee member.
- Keep account passwords secure and restrict access to authorised people.
- Obtain approval before publishing sensitive announcements or purchasing advertising.
- Attend committee meetings or provide a written update when required.
- Wear the official committee shirt when undertaking Club duties.

KNOWLEDGE AND SKILLS

- Good written communication and proofreading skills.
- Experience using Facebook, Instagram and Canva.
- Understanding of privacy, photography consent and child safety.
- Strong organisation and time-management skills.

PERSONAL ATTRIBUTES

- Creative, positive and reliable.
- Accurate and attentive to detail.
- Professional and respectful.
- Able to maintain confidentiality.
- Committed to promoting the Club positively.

REQUIREMENTS

- Hold a current Blue Card
- Be registered with Netball Queensland
- Comply with the Club's Constitution, policies and codes of conduct.
- Complete any required safeguarding or Club induction training.

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TREASURER POSITION DESCRIPTION

POSITION TITLE	Treasurer – Management Committee	**CATEGORY**	Volunteer
POSITION TERM	One year		
APPOINTMENT	Elected at the AGM		

Purpose: To manage and maintain the financial records, accounts and financial reporting of Coomera Netball Club in accordance with the Club's Constitution, financial delegations, approved budget and applicable legal requirements.

KEY RESPONSIBILITIES

- Maintain an accurate accounting system for all Club income, expenditure, assets and liabilities.
- Maintain complete and current financial records throughout the financial year.
- Ensure all money received by the Club is deposited into an account held in the Club's name.
- Ensure Club funds are not held in the personal account of any member.
- Prepare an annual budget for consideration and approval by the Management Committee.
- Monitor income and expenditure against the approved budget.
- Report current bank balances, income, expenditure, outstanding liabilities, budget comparisons and significant financial matters.
- Reconcile all Club bank accounts regularly.
- Maintain receipts, invoices, approvals and supporting documentation for all transactions.
- Process authorised payments and member reimbursements in accordance with the Club's financial delegations.
- Pay umpires using approved umpire records and payment rates.
- Pay fees and accounts owing to NGCNA, Netball Queensland, suppliers and other authorised parties by their due dates.
- Manage the financial processing of approved registration refunds.
- Monitor registration fee payments and outstanding accounts in consultation with the Registrar and Management Committee.
- Provide financial information to the Registrar regarding payments, refunds, payment plans and outstanding balances when required.
- Maintain financial records relating to FairPlay vouchers and assist with their redemption and reconciliation in accordance with government requirements.
- Maintain records of expenditure on umpire payments and other relevant Club programs.
- Prepare annual financial statements in accordance with legal and Club requirements.
- Arrange for the Club's financial records to be audited or verified when required.
- Present the Treasurer's Financial Report and annual financial statements at the AGM.
- Provide the required financial information to the Secretary for lodgement with the Office of Fair Trading within the applicable timeframe.
- Retain financial records for the period required by law.
- Make financial records available for inspection by Management Committee members upon reasonable notice, subject to confidentiality and privacy obligations.
- Seek approval from the appropriate authorised persons before committing the Club to expenditure.
- Never enter into a contract or financially commit to the Club without the required Management Committee approval.
- Assist with grant acquittals, sponsorship income and other financial reporting when required.
- Support the Management Committee with financial planning and the Club's future sustainability.
- Declare and appropriately manage any actual, potential or perceived conflict of interest.
- Maintain confidentiality regarding members' financial information and the Club's financial affairs.
- Attend committee meetings monthly and provide a Treasurer's report.
- Attend key Club events where financial duties are required.
- Wear the official Coomera Netball Club committee shirt when undertaking official Club duties, where required.

KNOWLEDGE AND SKILLS

- Strong understanding of bookkeeping and financial record-keeping processes.
- Ability to prepare budgets, reconciliations and financial reports.

- Strong Microsoft Excel skills.
- Experience using MYOB, Xero or similar accounting software.
- High level of accuracy and attention to detail.
- Ability to organise and maintain invoices, receipts and payment records.
- Understanding of financial controls, payment approvals and separation of duties.
- Ability to explain financial information clearly to committee members.
- Effective written and verbal communication skills.
- General understanding of the financial obligations of an incorporated association is desirable.
- Ability to maintain confidentiality and appropriately protect financial information.

PERSONAL ATTRIBUTES

- Honest, ethical and trustworthy.
- Reliable and well organised.
- Accurate and attentive to detail.
- Able to meet reporting and payment deadlines.
- Approachable and able to work cooperatively with other committee members.
- Comfortable raising financial concerns or questioning transactions when required.
- Able to make impartial decisions in the Club's best interests.

REQUIREMENTS

- Be at least 18 years of age.
- Be an Ordinary Member or Life Member of Coomera Netball Club.
- Hold a current Working with Children Check (Blue Card)
- Be registered with Netball Queensland
- Complete any child-safeguarding, member-protection or Club induction training required by Coomera Netball Club, NGCNA or Netball Queensland.
- Comply with the Club's Constitution, by-laws, policies, financial delegations and codes of conduct.
- Complete an appropriate handover at the end of the term, including all financial records, account access and outstanding financial matters.

Coomera Netball Club

UMPIRE CONVENOR POSITION DESCRIPTION

POSITION TITLE	Umpire Convenor	**CATEGORY**	Paid
POSITION TERM	One year		
APPOINTMENT	Elected at the AGM		

Purpose: Coordinate the training, development and management of the club's umpires and officials.

KEY RESPONSIBILITIES

- Foster growth and improve the standard of umpires within Coomera Netball Club.
- Develop and deliver the CNC Umpire Development Program in consultation with the Management Committee.
- Recruit and encourage players, parents and other club members to become umpires.
- Collect umpire availability and prepare weekly umpire allocations.
- Distribute umpire rosters, game times, court details and other relevant information.
- Arrange replacement umpires when rostered umpires become unavailable.
- Attend nominated training sessions and Saturday competitions to observe, coach and support umpires.
- Provide practical coaching to trainee umpires and umpires working towards higher badge levels.
- Provide timely and constructive feedback on umpire performance and areas for improvement.
- Create appropriate opportunities for trainee and beginner umpires to develop their skills during Saturday competitions.
- Identify umpires who are ready for assessment and coordinate assessments with NGCNA.
- Support umpires through the accreditation and badge development process.
- Ensure developing umpires have completed the required Netball Queensland Rules of Netball Theory Examination.
- Keep umpires informed about relevant courses, seminars, assessments and development opportunities.
- Conduct meetings or development sessions with club umpires and trainees as required.
- Liaise with NGCNA regarding umpire allocations, development, accreditation and other umpiring matters.
- Maintain accurate records of umpire availability, allocations, games umpired, coaching, assessments and accreditation levels.
- Work with the Secretary to ensure umpire records and accreditation information remain current.
- Provide the Treasurer with accurate records of games umpired and confirmed accreditation levels so that correct payments can be processed.
- Work towards agreed development targets, including developing at least four new umpires each season.
- Promote a safe, supportive and enjoyable environment for all umpires and club members.
- Ensure umpiring activities are conducted fairly and in accordance with current rules and policies.
- Keep the President and Management Committee informed about umpire development, allocations, concerns and achievements.
- Maintain confidentiality regarding relevant umpire and club matters.
- Wear the official Coomera Netball Club committee shirt while undertaking club duties, where required.

KNOWLEDGE AND SKILLS

- Effective communication and strong interpersonal skills.
- A positive and enthusiastic approach.
- Strong organisational skills.
- Ability to maintain confidentiality in relevant matters.
- Good working knowledge of the club constitution and by-laws.
- Good working knowledge of Netball Queensland rules.
- National C Badge accreditation or higher is preferred.

PERSONAL ATTRIBUTES

- Reliable, approachable and willing to contribute.
- Honest, respectful and committed to acting in the club's best interests.
- Inclusive and supportive of players, families, officials and volunteers.

- Able to maintain appropriate boundaries and handle sensitive matters discreetly.

REQUIREMENTS

- Current Working with Children Blue Card.
- Current registration as a Netball Queensland member.
- Current umpire accreditation with Netball Queensland.
- Complete any child-safeguarding, member-protection or Club induction training required by Coomera Netball Club, NGCNA or Netball Queensland.

Coomera Netball Club

UNIFORM COORDINATOR POSITION DESCRIPTION

POSITION TITLE	Uniform Coordinator	**CATEGORY**	Volunteer
POSITION TERM	One year		
APPOINTMENT	Elected at the AGM		

Purpose: To manage Coomera Netball Club's uniform inventory, orders and sales and ensure members have access to the required uniform items.

KEY RESPONSIBILITIES

- Maintain accurate records of uniform stock, orders and sales.
- Liaise with approved uniform suppliers/ Management committee regarding pricing, availability, orders and delivery.
- Ensure adequate stock and sizing samples are available before the season begins.
- Coordinate uniform orders and distribute items once payment has been confirmed.
- Report all cash, EFTPOS and bank-transfer sales to the Treasurer.
- Complete quarterly stocktakes and report stock levels to the Management Committee.
- Review uniform costs and recommended member pricing annually or when supplier prices change.
- Obtain approval before committing the Club to any order or expenditure.
- Keep the President and Management Committee informed of supply, pricing or stock issues.
- Assist with other Club duties when reasonably required.
- Wear the official committee shirt when undertaking Club duties.
- Represent Coomera Netball Club positively and professionally.

KNOWLEDGE AND SKILLS

- Effective communication and customer-service skills.
- Strong organisation and record-keeping skills.
- Ability to manage stock, orders and sales accurately.
- Basic computer skills and confidence using online ordering and payment systems.
- Ability to work cooperatively with suppliers, members and the Treasurer.
- Good attention to detail and ability to maintain confidentiality.

PERSONAL ATTRIBUTES

- Well organised, reliable and methodical.
- Approachable and able to work with a diverse range of people.
- Ethical, honest and trustworthy.
- Accurate when handling stock and payment information.
- Able to follow tasks through to completion.
- Dedicated to the Club and its members.

REQUIREMENTS

- Hold a current Working with Children Check (Blue Card)
- Complete any safeguarding or Club induction training required by Coomera Netball Club.
- Comply with the Club's Constitution, by-laws, policies, financial delegations and codes of conduct.

Coomera Netball Club

VICE PRESIDENT POSITION DESCRIPTION

POSITION TITLE	Vice President – Management Committee	**CATEGORY**	Volunteer
POSITION TERM	One year		
APPOINTMENT	Elected at the AGM		

Purpose: To support the President and Management Committee in providing leadership, governance and oversight of Coomera Netball Club. The Vice President performs the President's duties when the President is absent or unable to act.

KEY RESPONSIBILITIES

- Support the President in the leadership, governance and general operation of the Club.
- Perform the President's duties when the President is absent, unavailable or unable to act.
- Chair Management Committee Meetings, General Meetings and other Club meetings when the President is unavailable.
- Support committee members, coordinators and volunteers to understand and fulfil their responsibilities.
- Assist with the Club's administrative, financial, operational and social activities.
- Contribute to the Club's planning, future direction and sustainable growth.
- Promote a safe, inclusive, child-safe, supportive and family-friendly environment.
- Encourage fair play, respect, inclusion and good sportsmanship across all Club activities.
- Represent Coomera Netball Club at meetings, events and official functions when requested or delegated.
- Assist the President with matters involving NGCNA, Netball Queensland and other relevant organisations.
- Help resolve operational issues and disagreements fairly, respectfully and impartially.
- Uphold and comply with the Club's Constitution, by-laws, policies and codes of conduct.
- Support decisions properly made by the Management Committee.
- Declare and appropriately manage any actual, potential or perceived conflict of interest.
- Maintain confidentiality regarding sensitive Club, member and player matters.
- Attend key Club events, including semi-finals, preliminary finals and grand finals where Coomera teams are participating, where reasonably available.
- Wear the official Coomera Netball Club committee shirt when undertaking official Club duties, where required.
- Represent the President, Management Committee and Club positively and professionally.

KNOWLEDGE AND SKILLS

- Good understanding of the Coomera Netball Club Constitution, by-laws, policies and procedures.
- Good working knowledge of relevant NGCNA, Netball Queensland and Netball Australia requirements.
- Understanding of the Club's operations and committee structure.
- Sound leadership and decision-making skills.
- Ability to chair meetings and keep discussions focused when required.
- Strong communication and interpersonal skills.
- Ability to work cooperatively with the President, Management Committee, volunteers and Club members.
- Ability to consider different viewpoints and assist in resolving disagreements.
- Understanding of community sport, child safety and volunteer-based club operations.

PERSONAL ATTRIBUTES

- Approachable, reliable and committed to the Club.
- Ethical, honest and trustworthy.
- Fair, impartial and respectful.
- Confident and calm when managing difficult situations.
- Able to lead by example.
- Supportive of committee members and volunteers.
- Receptive to feedback and change.

- Able to maintain confidentiality.

REQUIREMENTS

- Be at least 18 years of age.
- Be an Ordinary Member or Life Member of Coomera Netball Club.
- Hold a current Working with Children Check (Blue Card)
- Be registered with Netball Queensland
- Complete any child-safeguarding, member-protection or Club induction training required by Coomera Netball Club, NGCNA or Netball Queensland.
- Attend committee meetings regularly and provide reasonable notice when unable to attend.
- Comply with the Club's Constitution, by laws, policies, codes of conduct and relevant affiliation requirements.

Coomera Netball Club

TEAM MANAGER POSITION DESCRIPTION

POSITION TITLE	Team Manager	**CATEGORY**	Volunteer
POSITION TERM	One year		
APPOINTMENT	Appointed by the CNC Management Committee		

Purpose: Ensure the successful management of the team and welfare of the players in their care, whilst making sure all off-court matters are dealt with efficiently and timely

KEY RESPONSIBILITIES

- Liaise with all team members, parents, coaches, and officials to ensure all are informed of training, competition, and club functions
- Attend to administration matters as directed by any Committee member
- Document any problems that arise between team members, parents, or coaches, and present these to the Management Committee
- Manage team communications through the Club's approved communication channels, including Facebook/Messenger team groups, ensuring players and parents are kept informed of training, games, carnivals, team events, changes and other relevant Club information.
- Ensure all team social media and group communications are appropriate and comply with the Club's Code of Conduct, social media policies and child-safety requirements.
- Regularly monitor team communication channels and ensure important information from the Club Committee, coaches and Association is communicated to players and parents in a timely manner.
- Coordinate scoring and management of game day functions
- Demonstrates and promotes behaviour consistent with the Club's Code of Conduct and values.
- Acts as a positive role model and treats players, coaches, officials, volunteers and families with respect.

KNOWLEDGE AND SKILLS

- Good organisations skills
- Great communicator
- Able to prioritise tasks
- Understanding of the rules and regulations of the competition

PERSONAL ATTRIBUTES

- Well organised and able to work in an orderly manner.
- Be able to relate to a diverse group of individuals
- Ethical, honest, and trustworthy
- Dedicated club person

REQUIREMENTS

- Hold a current Working with Children Blue Card.
- Be a registered member of Netball Queensland.
- Complete required Child Safeguarding in Sport training and any other mandatory Netball Australia, Netball Queensland or Club induction requirements.

Coomera Netball Club

TEAM COACH POSITION DESCRIPTION

POSITION TITLE	Team Coach	**CATEGORY**	Volunteer
POSITION TERM	One year		
APPOINTMENT	Appointed by the CNC Management Committee		

Purpose: Facilitating a coaching environment that encourages learning, growth and development through implementing approaches that meet the needs of the players and contributes to their retention in the game.

KEY RESPONSIBILITIES

- Provide a fun, safe and enjoyable learning environment for players
- Consider appropriate level skills for your playing group and develop a program to build their skill set across the season
- Facilitate learning by planning and delivering regular training sessions which include a variety of activities to develop individual and team skills
- - Develop match day strategies that link with previous and subsequent training sessions
- Provide relevant feedback in a positive and encouraging manner in both training and match day environments
- Create a holistic learning environment for individuals and the team
- Implements self-reflective processors as a coach and with the players
- Be part of a collaborative environment working with other coaches, assistant coaches, managers, players, umpires and administrators
- Be willing to mentor assistant coaches to develop their skill set when appropriate
- Behave in accordance with the CNC Code of Conduct

KNOWLEDGE AND SKILLS

- Willingness to develop a sound knowledge of netball and coach practices
- Understanding of training and match day responsibilities
- Effective communication and interpersonal skills
- Positive and enthusiastic
- Can maintain confidentiality on relevant matters
- Demonstrates flexibility and adaptability when planning

PERSONAL ATTRIBUTES

- Well organised and able to work in an orderly manner
- Be able to relate to a diverse group of individuals
- Create a culturally safe environment
- Ethical, honest, reliable and trustworthy

REQUIREMENTS

- Hold a current Working with Children Check (Blue Card).
- Be registered with Netball Queensland
- Hold or be willing to obtain Netball Australia Foundation Coach Accreditation.
- Complete any safeguarding or Club induction training required by Coomera Netball Club, NGCNA or Netball Queensland.
- Comply with the Club's Constitution, by-laws, policies and codes of conduct.