

Representative Coordinator Position Summary

Position:	Representative Coordinator
Remuneration:	This is a volunteer position. Reimbursement policies apply where appropriate.
Hours:	
Start Date:	
Term:	

Purpose

The Representative Coordinators role is to organise and coordinate all aspects of the Association Representative program to support the teams in achieving their desired outcomes.

Responsibilities

- Organise and promote trial days
- Coordinate training days, time and court allocations
- Responsible for registration of Representative teams and officials into competitions and Carnivals (in conjunction with Umpire Coordinator)
- Be the contact person for Netball NSW
- Sourcing and booking accommodation and transport when required for all representative competitions (including tents for State Titles)
- The stocktake, ordering, storage, distribution and collection of representative teams equipment and uniforms
- The collection of representative player expressions of interest
- Communication of important information to representative players/ parents
- Looking out for the well-being of Representative players and officials at all times
- In conjunction with the Treasurer set annual Representative player fees and assist in collection of fees
- Coordinate meetings for players, parents and officials as required

Skills Required

- Effective communication skills
- Sound computer skills
- Well organised
- Experience as an official of a representative team

Pre-Requisites

- First Aid Certificate
- Minimum Foundation Coaching Accreditation
- Select For Netball Success Accreditation

- Must have experience working with children
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children
- Must be able to provide evidence of a valid and current NSW Working With Children Check