



Blackburn South Netball Club Inc.

POSITION DESCRIPTIONS 2024

Executive Committee Office Bearer Positions (2 Years)

PRESIDENT

Primary Purpose of Position

- Oversee all netball related matters across Blackburn South Netball Club
- Work closely with the Vice President on all Club matters
- Work with the Committee to ensure the ongoing operation of the Club
- Act as a Primary spokesperson on all governance and member representation
- Foster the development and growth of the Club, the teams and its members

Key Responsibilities

- Update and maintain compliance with the Club Constitution, By-Laws and internal Policy documents
- Chair meetings of the Executive Committee, Operating Committee and Annual General Meetings
- Attend Whitehorse Netball Association's Club and General Meetings as required
- Resolve issues that arise with or between members and correspond
- Develop and manage Club sponsorship deals as necessary and apply for relevant grants
- Fostering a safe environment ensuring child safety within the Club creating physical, emotional spaces where children feel secure, supported, and valued
- Lead by strong efficient and effective leadership for the Club
- Ensure Committee members and Sub Committees fulfil their responsibilities to the Club
- Report on overall activities to the membership at the Annual General Meetings and General Meetings
- Ensure that the planning and budgeting for future is carried out in accordance with the wishes of members
- Assist in the development of partnerships, potential sponsors and funding opportunities
- Ensure handovers are arranged between outgoing and incoming Committee members.

Knowledge, Skills & Abilities

- Communicate effectively and listen to feedback and views of members and other interested parties
- Ability to manage people, lead meetings and delegate
- Aware of future direction and plans of Club meetings
- A good understanding of sporting requirements at community, domestic and representative levels
- Possess a good understanding in the Club and Association constitution, rules and the duties
- Ability to forward plan and lead the Club to reaching its short and long term goals
- Well-developed decision making skills
- Receptive to adaptability and change
- Excellent communications and negotiating skills
- Be approachable
- Dedicated Club person

Other Requirements

- Induction Training
- Police Check
- Working with Children Check



Blackburn South Netball Club Inc.

SECRETARY

Primary Purpose of Position

- Manage appropriate administration support relating to all matters across Blackburn South Netball Club
- Manage business considered by the Club
- Provide support to the President of the Club
- Work with the Committee members to ensure the efficient operation of the Club
- Advocate and represent the Blackburn South Netball Club to its members and the community
- Foster the development and growth of the Club, the teams and its members

Key Responsibilities

- Acts as the public officer for the organisation
- Establish a meeting schedule for the Executive and Operating Committee for the year
- Coordinate meetings for the Club and collate an agenda for those meetings
- Attend Executive Committee, Operating Committee and General Meetings and record minutes of the meetings
- Prepare comprehensive reports of all activities of the Club for presentation to the membership at the Annual General Meeting
- Provide oversight and guidance to the Executive Committee on matters of the Constitution, conduct of meetings and amendments to By-Laws
- Maintain a register of member's names and contact information
- Monitor the Club's email account and manage and/or respond to all correspondence.
- Maintain files of legal documents such as constitutions, bylaws, leases and titles
- Collect and collate all reports from office bearers
- Assist other committee members in their duties as required
- Uphold Constitution, By-Laws, rules, policies and procedures of the Club
- Lodge Annual Statement with the Registrar (at Consumer Affairs Victoria) within one month after the AGM.
- Perform duties required by Consumer Affairs Victoria as Secretary of the Club.
- Liaise with Orchard Grove Primary School or other training facility regarding court hire
- Advise Whitehorse Netball Association of any changes to the Executive Committee.

Knowledge, Skills & Abilities

- Highly organised with exceptional communication skills
- Good listening skills
- Ability to lead by example
- Ability to delegate tasks
- Ability to liaise with external parties
- Computer literate with good report-writing and high-level administration skills
- Able to maintain confidentiality on relevant matters
- Strength and clarity of purpose
- Ability to engage, encourage and lift the level of service
- Dedicated Club

Other Requirements

- Induction Training
- Police Check
- Working with Children Check



Blackburn South Netball Club Inc.

TREASURER

Primary Purpose of Position

- Provide financial dealings and management of the Club
- Advocate and represent the Blackburn South Netball Club to its members and the community
- Work with the Committee members to ensure the efficient operation of the Club
- Advocate and represent the Blackburn South Netball Club to its members and the community
- Foster the development and growth of the Club, the teams and its members

Key Responsibilities

- Be fully aware of the financial position of the association at all times and notify the Committee of all financial trends and any areas of concern
- Maintain correct accounts and books showing the financial affairs of the Club, with full details of all receipts and expenditure connected with activities of the Club.
- Prepare and monitor annual budget
- Ensure financial and treasurer reports are available
- Provide evidence that money received is banked and documentation provided for all money paid out
- Present a Balance Sheet and statement of Income and Expenses at the AGM
- Ensure that information for an audit is prepared each year and to arrange the audit with appropriate financial institutions
- Record amounts payable for Club umpires, coaches and players reimbursement of examinations or courses.
- Attend Whitehorse Netball Association's Club and General Meetings as required
- Determine annual registration fees for players and non-playing members
- Uphold Constitution, By-Laws, rules, policies and procedures of the Club
- Liaise with Club Registrar regarding registration matters
- Support Committee members with their financial responsibilities to the Club

Knowledge, Skills & Abilities

- Relevant accounting/finance knowledge preferred
- Ability to maintain financial records and reports appropriately
- Aware of information which is needed to be kept for annual audit
- Ethical, honest and trustworthy and dedicated to the Club person
- Can maintain confidentiality on relevant matters

Other Requirements

- Induction Training
- Police Check
- Working with Children Check



Blackburn South Netball Club Inc.

Operating Committee Office Bearer Positions (1 Year)

VICE PRESIDENT

Primary Purpose of Position

- Manage all netball related matters across Blackburn South Netball Club
- Provide support to the President of the Club
- Work with the Committee members to ensure the efficient operation of the Club
- Advocate and represent the Blackburn South Netball Club to its members and the community
- Foster the development and growth of the Club, the teams and its members

Key Responsibilities

- Uphold Club Constitution, By-Laws, policies and procedures of Blackburn South Netball Club
- Attend meetings of the Executive Committee, Operating Committee and Annual General Meetings
- Attend Whitehorse Netball Association's Club and General Meetings as necessary
- Support the President to resolve issues that arise with or between members and correspond
- Ensure Committee Position Descriptions are relevant and current leading into an AGM
- Perform Presidents duties when President is unable
- Assist the President and perform other such duties collaboratively
- Provide guidance and leadership
- Organise the selection, purchase and distribution of trophies each season
- Assist Executive committee in ad hoc duties as they arise
- Support Sub Committees and Committee members with their responsibilities to the Club
- Be the key contact and support for all Non-Committee roles

Knowledge, Skills & Abilities

- Good working knowledge of Constitution, By-Laws, rules, policies and procedures
- Excellent communication skills
- Understanding of Club operations, terms and conditions, policies and procedures
- Ability to manage people, lead meetings and delegate
- Experience in leadership role (preferred)
- Ability to manage people and lead meetings
- Ability to engage, encourage and lift the level of service
- Dedicated Club person
- Well-developed decision-making skills
- Ability to negotiate successfully between members and reconcile opposing views
- Can maintain confidentiality on relevant matters
- Have the ability to forward plan and lead the organisation to reaching its short and long term goals
- Be a positive role model and competent public speaker

Other Requirements

- Induction Training
- Working with Children Check



Blackburn South Netball Club Inc.

UMPIRES CONVENOR

Primary Purpose of Position

- Coordinate training, development and management of Club umpires

Key Responsibilities

- Coordinate umpiring schedule allocation for competition games and tournaments
- Disseminate information to umpires regarding courses, development training and umpire coaching
- Identify and organise training and education opportunities for umpires
- Liaise with Netball Vic regarding umpire courses/clinics/accreditation
- Foster the growth and raise the standards of umpires
- Encourage beginner umpires to undertake umpire education and become accredited umpires
- Encourage players and Club members to undertake umpire education and learn the Rules of Netball
- Ensure all umpires are rewarded and recognised for their efforts
- Work with Secretary to maintain records of umpiring services and accreditation
- Work with Treasurer anticipating cost of umpire accreditations and game payments
- Support Sub Committees and Non-Committee members with their responsibilities to the Club

Knowledge, Skills & Abilities

- Communicate effectively and has good interpersonal skills
- Well organised
- Able to relate to a diverse group of individuals
- Maintain confidentiality on relevant matters
- Good working knowledge of the Constitution, By-laws, Rules and Policies of the organisation
- Dedicated Club person
- Holds a current umpiring accreditation

Other Requirements

- Working with Children Check



Blackburn South Netball Club Inc.

REGISTRATION OFFICER

Primary Purpose of Position

- Manage and administer Club registrations and membership base
- Manage all new player enquiries to the Club

Key Responsibilities

- Uphold Club Constitution, By-Laws, policies and procedures of Blackburn South Netball Club
- Attend Club Committee meetings, AGM and any other meetings as required by the Club
- Administer and maintain Club existing and new player/s registrations and maintain the Online Registration process through NetballConnect
- Develop and manage proposal for membership fees for consideration by the Executive Committee
- Liaise closely with Player Convenor and the Uniform Officer
- Support team coaches and team managers to ensure all registration due date deadlines are met
- Communicate efficiently and effectively to members the registration process
- Be available to assist in any registration queries from Club members
- Complete Transfers/Clearances for new players to the organisation
- Provide the Committee recommendations for improvements to membership practices for consideration prior to the AGM
- Support Sub Committees and Non-Committee members with their responsibilities to the Club
- Ensure Club is prepared by encouraging the Netball Australia, Netball Victoria Inclusion Policies, Member Protection Policy and up to date and inclusive bylaws

Knowledge, Skills & Abilities

- Excellent IT skills and well organised
- Good communication and interpersonal skills
- Knowledge of NetballConnect or ability to learn
- Able to relate to a diverse group of individuals
- Ethical, honest and trustworthy with the ability to build relationships
- Dedicated Club person
- Be approachable and visible for new members and their families

Other Requirements

- Working with Children Check



COACHES CONVENOR

Primary Purpose of Position

- Provide management, mentorship, training and development of Club coaches & junior coaches
- Be an active member of the Grading Committee providing advice and knowledge of existing players
- Assist Grading Committee allocate a suitable coach to teams at the beginning of each season
- Foster the growth and raise the standards of Club coaches

Key Responsibilities

- Provide continuous support to coaches, assistant coaches and junior coaches during the season
- Recognise player development and growth opportunities within the Club
- Attend Club Committee meetings, AGM and any other meetings as required by the Club
- Liaise with NV and netball coaching associates regarding coaching courses/clinics and accreditation.
- Disseminate information to coaches regarding coaching courses, webinars and coaching support.
- Encourage all BSNC 18+ coaches to obtain their NV Foundation Accreditation
- Liaise with the Secretary to maintain records of coaching service, accreditation and season information
- Provide the Treasurer with information on coach training and development and equipment expenses
- Ensure all coaches are recognised for their efforts per the Club Terms and Conditions
- Ensure the relevant equipment is available at training and competitions including a first aid kit
- Be the first point of contact for conflict resolution for players and coaches

Knowledge, Skills & Abilities

- Provide excellent communication and effective administration skills
- Positive, enthusiastic and extremely well organised
- Be able to relate to a diverse group of individuals
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the Constitution, By-laws, Rules and Policies of the organisation
- Ethical, honest and trustworthy
- Dedicated Blackburn South Netball Club person
- Hold a minimum of Foundation Coaching Accreditation & other relevant community coaching courses

Other Requirements

- Working with Children Check



Blackburn South Netball Club Inc.

PLAYERS CONVENOR

Primary Purpose of Position

- To be approachable and visible for new members and their families
- Be a welcoming and positive influence at the Club

Key Responsibilities

- Be the first point of contact for new players & their families
- Uphold Club Constitution, By-Laws, policies and procedures of Blackburn South Netball Club
- Attend Club Committee meetings, AGM and any other meetings as required by the Club
- Support current player development opportunities
- Develop and maintain strategies for the ongoing expansion of the membership base
- Be an active member of the Grading Committee providing advice and knowledge of existing players

Knowledge, Skills & Abilities

- Provide excellent communication and effective administration skills
- Positive, enthusiastic and well organised
- Be able to relate to a diverse group of individuals
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the Constitution, By-laws, Rules and Policies of the organisation
- Ethical, honest and trustworthy
- Dedicated Blackburn South Netball Club person

Other Requirements

- Working with Children Check



Blackburn South Netball Club Inc.

Non-Committee Office Bearer Positions (1 Year)

UNIFORM OFFICER

Primary Purpose of Position

- Manage Club uniform and merchandise, stock, ordering and distribution
- Seek opportunities for Club uniform and merchandise

Key Responsibilities

- Order uniform stock as needed for the Club
- Consult with Executive Committee for pricing of uniform items and Club merchandise
- Provide the Treasurer invoices for the payment to the supplier
- Be available to attend Club events to organise uniform ordering
- Receive orders via NetballConnect and process orders
- Ensure there is enough stock available in all sizes for when players need replacement uniform
- Review uniform costs and pricing annually
- Consider any new uniform items that may be required
- Complete annual stock take of uniforms

Knowledge, Skills & Abilities

- Good communication and well organised
- Knowledge of NetballConnect or ability to learn
- Able to relate to a diverse group of individuals
- Ethical, honest and trustworthy with the ability to build relationships
- Dedicated Club person
- Be approachable and visible for new members and their families

Other Requirements

- Working with Children Check



Blackburn South Netball Club Inc.

CHILD SAFETY OFFICER

Primary Purpose of Position

- To deliver advice and awareness around developing a child safe environment
- Ensure Club members are up to date with current Child Safety policy and procedures annually

Key Responsibilities

- The Child Safe Officer may collaborate with the Club to develop procedures specific to the Club assisting to minimise risk to children and provide education all its members
- Promote the policies and procedures and provide advice if required
- Have a good Knowledge of Netball Victoria's Child Safety in Netball Policy and Code of Conduct
- Have knowledge of the Child Abuse Report Line processes and procedures as outlined in Netball Victoria's Child Safety in Netball Policy
- Have a good understanding of Victorian Legislation in relation to the eleven child safety standards.

Responsibilities of the Club

- Educate and ensure members have access to Netball Victoria's Child Safety in Netball Policy
- Consider clear recruitment procedures for the Committee and members eg. WWCC register, Coach checks, qualification checks if applicable
- Provide Committee and members with information or training around child safe environments and provide support in their roles
- Encourage the participation of children in decision making (let them have a say or provide feedback).

Knowledge, Skills & Abilities

- Good interpersonal, administration and communication skills
- Able to understand and disseminate information to the members about Child Safety policies
- Can maintain confidentiality on relevant matters, be sympathetic and empathetic
- Has a good working knowledge of the Constitution, By-laws, Rules and Policies of the organisation
- Ethical, honest and trustworthy
- Dedicated Blackburn South Netball Club person

Other Requirements

- Working with Children Check



Blackburn South Netball Club Inc.

EQUIPMENT OFFICER

Primary Purpose of Position

- Manage Club equipment

Key Responsibilities

- Order netball equipment stock as needed for the Club
- Consult with Executive Committee for pricing of equipment items as necessary
- Provide the Treasurer invoices for the payment to the supplier

Knowledge, Skills & Abilities

- Good communication and well organised
- Able to relate to a diverse group of individuals
- Ethical, honest and trustworthy with the ability to build relationships
- Dedicated Club person

Other Requirements

- Working with Children Check



Blackburn South Netball Club Inc.

FUNDRAISING OFFICER

Primary Purpose of Position

- Promote opportunities to fundraise for the Club

Key Responsibilities

- Ability to seek opportunities to raise funds for the Club
- Consult with the Committee regarding fundraising ideas and timing of promotions, fundraising calendar
- Provide the Treasurer receipts and invoices of funds raised for the Club

Knowledge, Skills & Abilities

- Good communication and well organised
- Able to relate to a diverse group of individuals
- Ethical, honest and trustworthy with the ability to build relationships
- Dedicated Club person

Other Requirements

- Other (as requested)



Blackburn South Netball Club Inc.

CLUB COACH (per season)

Primary Purpose of Position

- Be a Club Coach
- Provide training and coaching development of a Club team

Key Responsibilities

- Provide communication and effective administration skills
- Positive, enthusiastic and have good organisational skills
- Be able to relate to a diverse group of individuals
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the Rules of Netball
- Work with the Player and Coaches Convenor regarding player and team development
- Be willing to attend coaching training and development courses or improve coaching knowledge
- Ethical, honest and trustworthy
- Dedicated Blackburn South Netball Club person
- Hold a minimum of Foundation Coaching Accreditation & other relevant community coaching courses 18+

Knowledge, Skills & Abilities

- Ethical, honest and trustworthy
- Dedicated Blackburn South Netball Club person
- Hold a minimum of Foundation Coaching Accreditation & other relevant community coaching courses

Other Requirements

- Working with Children Check



Blackburn South Netball Club Inc.

TEAM MANAGER (per season)

Primary Purpose of Position

- Support the team Coach and the team
- Forward any Club communications to the team
- Draw up a scoring roster for the season

Key Responsibilities

- Provide communication to the team
- Be positive, enthusiastic and have good organisational skills
- Be able to relate to a diverse group of individuals
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the Rules of Netball
- Ethical, honest and trustworthy
- Dedicated Blackburn South Netball Club person

Knowledge, Skills & Abilities

- Ethical, honest and trustworthy
- Dedicated Blackburn South Netball Club person

Other Requirements

- Working with Children Check