

The Coach Convenor is the person who coordinates all coaches in Ignite Netball Club.

### **Responsible to**

The Coach Convenor is directly responsible to the President of Ignite Netball Club and the Club members.

### **Responsibilities and Duties**

The Coach Convenor should:

- Adhere to the Ignite Netball Club Volunteer Code of Conduct and Child Protection Policy, and provide an up to date Working With Children Check to the Club as outlined in the Child Protection Policy;
- Be the primary point of contact for the Club in relation to all coaching matters, including providing information to coaches;
- Complete Coach form for registration for each new season in liaison with the Club Secretary;
- Arrange meeting for all coaches and team managers at the beginning of each season in order to
  - Provide training on Child Protection Policy and Coaches Code of Conduct;
  - Ensure all coaches have read and signed the Coaches Acknowledgement of Policies form;
  - Ensure all coaches have an up to date Working With Children Check in liaison with Secretary;
  - Ensure coaches have registered through MyNetball in liaison with Registrar;
  - Provide information and guidance on coaching requirements for the season.
- Liaise with Whitehorse Netball Association with regard to coaching matters and feedback relevant information to Ignite Committee and coaches;
- Provide opportunities for people to train as Assistant Coaches;
- Check the Ignite email weekly for coaching related emails;
- Manage issues in relation to coaches' conduct and escalate any matters that cannot be resolved to the Executive Committee;
- Manage subscriptions with relevant coaching organisations and ensure coaches have access to relevant apps;
- Source external coaching clinics and other opportunities for coaches and players to improve their skills and knowledge;
- Provide relevant information or issues at monthly Ignite Committee meetings;
- At the end of the season collect and process all MVP votes from coaches and team managers;
- Contact coaches to confirm Coaches Award recipient for each team;
- Liaise with person ordering trophies regarding trophy requirements and recipients;
- Provide Report for Annual General Meeting each November;

- Ensure all equipment and coaches bags are up to date each year as outlined in the Equipment Manager Position Description.

### **Knowledge and Skills Required**

Ideally the Coach Convenor is someone who:

- Can communicate effectively;
- Is well organised and can delegate tasks;
- Can maintain confidentiality on relevant matters;
- Has a good working knowledge of the rules of netball and coaching techniques;
- Is able to encourage and motivate coaches and assistant coaches;
- Is computer literate.

### **Estimated Time Commitment Required**

The estimated time commitment required as a Coach Convenor of Ignite Netball Club is half an hour per week. More time will be required at the beginning and end of each season.

Reviewed Date: May 2018