[DATE]

**LETTER OF OFFER – HEAD REPRESENTATIVE TEAM COACH (Head Rep Coach)**

**This Letter of Offer is between:**

**[NAME OF ASSOCAITION** (ABN \*\*\*) of [ADDRESS]

And

**NAME OF COACH** of [ADDRESS]

**POSITION**

We are pleased to offer you the position of Head Representative Team Coach (Head Rep Coach) for [NAME OF ASSOCIATION]

**TERM**

This position shall commence on [DATE] and terminate on [DATE].

**REQUIREMENTS**

You will report directly to the General Manager and will be required to

* Oversee and lead the Representative Coaches, Officials and Teams.
* Conduct Team Coach recruitment process and make recommendations to the General Manager regarding the appointment of Team Coaches.
* To attend all related training sessions and matches as required in the competition fixture for the Representative Teams. The Head Rep Coach shall notify the General Manager if unable to attend a training session or match.
* To conduct all coach’s meetings as required from time to time.
* To participate in such fundraising and promotional activities as are directed by the General Manager in their capacity as Head Rep Coach.
* Comply with sponsorship requirements as directed by the General Manager;
* The Head Rep Coach must comply with the philosophy, age group statements and selection by-laws, Example Netball Association Policy; as outlined by the Association.

**Payment**

* The Head Rep Coach will receive the sum of - each year as a reimbursement of transport, training and other expenses that may be incurred as a hobbyist.
* The sum will be paid monthly to the Head Rep Coach in twelve equal instalments;
* The Association shall arrange and pay for Netball Victoria membership for the Head Rep Coach upon receipt of this signed contract.
* The Association may subsidise the cost of the Head Rep Coach attending accredited coaching courses which will further their coaching expertise and qualifications. Such attendance will need to be approved by the General Manager in advance of attendance.

**Hours of work**

Your hours of work will vary from week to week, however you are required to attend:

* Representative team training sessions
* Representative team matches
* Representative team tournaments

**Accreditation**

As Head Rep Coach, you are responsible for ensuring your coaching accreditations are up to date. Please submit details of your current accreditations and results to the General Manager by the end of September 2020. This will include the Rules of Netball Theory Exam and all coaching accreditations currently held by you.

**Leave entitlements**

Under a hobbyist arrangement, you do not receive leave entitlements. However, it is understood that the representative team program experiences downtime throughout the year, specifically around school holidays.

**Uniforms**

You will be supplied with a representative team uniform which must be worn while carrying out your position.

**Working with Children**

As you are over the age of 18yrs, you are required to hold a valid Working with Children Check. You undertake to provide a copy of your valid certificate to the General Manager by [DATE] if you haven’t already done so.

**Code of Conduct**

Example Netball is affiliated with Netball Victoria, and as such abides by the codes, policies, procedures and regulations of Netball Australia and Netball Victoria. This includes the Victorian Government’s new Fair Play Code which outlines the standards of behaviour expected for everyone involved in sport and recreation. As a [NAME OF ASSOCIATION] representative, you are expected to abide by the Code of Conduct, attached to this Letter of Offer. Please return a signed copy to the General Manager by [DATE].

**Termination**

At any time during the term of this agreement, you or the Association may terminate this agreement by the giving of four (4) weeks’ notice in writing to the other party. In the event of a breach of the terms of this agreement, the Association reserves the right to terminate the agreement without notice.

If you agree to the terms of this Letter of Offer, please sign and return to the General Manager.

Yours sincerely,

**[NAME]**

**[TITLE]**

I, [COACH NAME] agree to the terms of this letter

Dated this day of 2020