



## Position Description – WNA Head Representative Coach

### Position Details

**Position Title:** WNA Head Representative Coach

**Location:** Based at the WNA netball courts at Sportlink, Hanover Road, Vermont South, but may be required to work at other locations as necessary (including tournament venues).

**Employment Type:** Part Time, 12-month fixed-term contract – approx. 15 hours per week

**Trial Period:** 3 months

**Remuneration:** Grade to be confirmed dependent on experience

**Sports Award:** Sporting Organisations Award – Coach Grade 1-3

**Hours:** Ordinary hours of work are predominately worked on Sunday evenings and weekday evenings, in line with training and competition schedules.

### Position Summary

The Head Rep Coach oversees the goals and delivery of a high-quality Rep Program, with an emphasis on building a strong, inclusive culture and player and coach development, while promoting WNA values and WNA's community commitment to netball.

### Reporting Line

This role reports to the Operations Manager and works closely with the WNA Board

### Organisational Accountabilities

The Association is committed to the health, safety and wellbeing of its staff. The Association embraces diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball. The Association and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, and privacy practices. The Association also expects staff and contractors to comply with its policies and procedures.

### Key Accountabilities

#### A. Program Leadership & Strategy

- Working with the Operations Manager, WNA Board and key stakeholders to deliver a new and exciting player and coach development program
- Leading by example a group of coaches in championing WNA values and promoting a positive culture
- Coordinating, leading and developing WNA Rep Program delivery to players, coaches and the WNA community, including tournaments, competitions, training and Professional Development days

- Providing mentoring to Age Group Head and Rep Coaches, including technical direction and development, to help deliver a high-quality program
- Working in partnership with the WNA Treasurer and Operations Manager to develop ongoing budgeting and expense management throughout the year
- Ensuring the Rep Program and those within it operate within WNA, Netball Victoria and Netball Australia policies and procedures, with an emphasis on the Child Safety Policy

## B. Administration

- Overseeing all aspects of the Rep Program, including Rep Tournament administration, Rep Program registration set-up and Rep Program accounts receivable
- Preparing written reports for WNA Board meetings and the WNA AGM
- Consulting on and assisting in the preparation of the annual Rep Team calendar
- Approving the amendments to the Rep Handbook and Rep Policies
- Monitoring the court hire and training times at Sportlink for the Rep Program, including trials and tournaments
- Overseeing the application of the Rep Budget as directed by the WNA Board and Operations Manager
- Supervising delivery of the annual Rep Presentation event
- Attending the Waverley Night Netball AGM and providing updates and minutes to WNA

## C. Trials

- Developing and reviewing selection criteria for Rep Trials
- Overseeing Rep trials, including team selection, player placement and the use of independent selectors
- Notifying all trial participants of the outcome of trials

## D. Development

- Overseeing, leading and developing WNA Rep Coaches, officials and teams
- Attending relevant training sessions and matches to ensure coach supervision and support, and to identify areas for development
- Developing and reviewing a formal feedback system for players
- Developing and implementing a framework for regular coach development and training

## E. Coaches

- Conducting age group and rep coach recruitment and making recommendations regarding coach appointments
- Ensuring all Child Safety requirements are met each year prior to the commencement of the Rep season
- Communicating the outcome of applications to coach applicants
- Conducting regular coaches' meetings

## F. Tournaments

- Selecting tournaments for WNA Rep teams to attend
- Overseeing the preparation and publishing of communications regarding tournament logistics
- Managing the running of the WNA Tournament

## Key Selection Criteria & Attributes

- Relevant netball coaching accreditation and demonstrated coaching experience at representative level
- Strong leadership and mentoring skills, with the ability to lead and develop a group of coaches
- Excellent verbal and written communication skills, with the ability to engage players, families, coaches and the Board
- Strong organisational and administrative skills, with high attention to detail
- Sound understanding of WNA, Netball Victoria and Netball Australia policies, including child safety requirements
- Ability to work collaboratively with the WNA Board and Operations Manager

## Other Requirements

- Must hold a current Working with Children Check at all times (required prior to commencement in the role)
- Relevant netball coaching accreditation
- Netball Victoria Membership required
- Current driver's licence and own car