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| **POSITION DESCRIPTION – Association Development Officer (ADO)** |
| **Organisation:** | Joondalup Netball Association |
| **Job Title:** | Association Development Officer of Joondalup Netball Association  |
| **Position Type:** | Voluntary (eligible for honorarium payment) |
| **Reports to:** | President and Board of Joondalup Netball Association  |
| **Time Commitment:** | Hours to be negotiated |
| **POSITION REQUIREMENTS** |
| **Purpose*** To lead the association’s development of its Players and Coaches
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| **Knowledge/Skills*** Qualification: Minimum Foundation Coaching accreditation
* Experience in coaching, team selections, grading and/or Talent Identification
* Strong organizational skills
* Good written and verbal communication skills
* Play HQ Training desirable
* Strong leadership qualities
* Problem solving and conflict resolution
* Work autonomously
* Can maintain confidentiality
* To acknowledge the requirement for separation of personal interests and Association matters, and act in the best interest of the Association at all times whilst in the assigned role.
* A sound knowledge of the JNA Constitution, the JNA Policies and Procedures, Member Protection Policy, Codes of Behaviour & Risk Management guidelines.
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| **Responsibilities and Duties*** To attend monthly committee meetings (every 2nd Tuesday of the month in Winter season & every 2nd Wednesday during Spring Season), or as required.
* To attend the Annual General Meeting, other General Meetings and or Complaint Hearings as required.
* Read and respond to correspondence from JNA head office as required & in a timely manner. Check emails regularly.
* To have a sound knowledge of the JNA Constitution, By-Laws, Policies & Procedures and the Netball Australia Member Protection Policy.
* To abide by the JNA Constitution (Refer Rule 20(7) & Rule 21), the JNA Codes of Behaviour & JNA Communication Policy.
* To act honestly and in the best interest of the association and exercise care, skill and diligence in carrying out this role.
* Duty to disclose and manage conflicts of interest by completing the JNA Registration of Conflicts.
* Carry out any other duty as required under the Constitution, or by the Committee, and in accordance with the Association By-Laws.
* Provide a calendar for Development including, but not exclusive to, the Association Championships & Metro League programs, and inform administration of any bookings required, courts, rooms etc.
* Attend any professional development relating to ADO role for JNA, as required, e.g., forums, presenter’s courses/up skilling.
* To liaise with Netball WA to obtain information & assistance on courses and programs for the development of players and coaches.
* Abide by the Coaches Code of Conduct at all times
* Prepare a budget for Coach/Player activities and programs annually and present to the JNA Committee at the budget meeting.
* Assist at any JNA function/events as required.
* Carry out any other duty as required under the Constitution, or by the Committee, and in accordance with the Association By-Laws.
* Reimbursement of any Out-of-Pocket expenses is subject to advance authorization and the presentation of receipts.
* Retain receipts and provide financial statements for all expenses and income regarding coaching courses, player development, etc. including those for the development committee.
* Timesheet to be completed on 1st of each month for previous month’s hours and applicable for the 12 months from AGM. To be submitted within 24 hours for processing. Timesheet is still required to be completed even if annual honorarium limit has been reached.
* Eligible for Honorarium Payment according to the timesheet and to the maximum annual amount which has been previously approved by JNA Committee and which may be reviewed annually.
* Provide reports at monthly meetings as required and a final report at the end of the year for inclusion in the Annual Report.
* All JNA uniform items & property must be returned by the end of each year, or as requested by JNA.
* Complete any outstanding actions/requests, pertaining to the role, prior to the next AGM.
* Conduct a handover when vacating position and also attend the next meeting if required.

**Only duties listed below are eligible for inclusion on Timesheet for honorarium payment:** * Design, implement and review development plan for association
* To liaise with JNA Clubs and other Associations as required.
* Liaise with Regional Development Officer and State Development Officer regarding player and coach development at Association, Region and State level
* To coordinate development programs to suit age and ability of players and coaches.
* To arrange or oversee programs where the services of others are required to carry out the programs (venue, times, coaches, equipment etc.).
* To liaise with the Association Umpire Development Officer (AUDO) regarding arranging umpires for Association Champs & Metro League trials and/or other development sessions.
* To liaise with the AUDO to ensure all players, coaches and umpires receive the necessary coaching and support to help them obtain their goals.
* To coordinate with and oversee a development sub-committee for Association Champs & Metro League.
* To coordinate selection and management of coaches and managers for the Association Champs & the Metro League with the sub-committee.
* Lead the Association Coaches in their programs in preparation for the Association Championships and Metro League.
* Be available to answer queries/disputes from coaches/ teams/parents
* To arrange trials for Association Champs & Metro League (including selectors and equipment).
* Coordinate with the Association’s Uniform Coordinator the dates and times for the fitting of uniforms for Association Champs & Metro League athletes, coaches and managers.
* Disseminate information to club coaches regarding coaching courses and seminars as received from the Netball WA and other organisations such as DSR.
* Liaise with the Association NSG Coordinator and organise an introduction to coaching session for beginner coaches, particular NetSetGo! Coaches
* To encourage beginner coaches including players and parents to undertake formal coach education and/or to become accredited coaches
* Provide development opportunities for players and coaches
* Disseminate information to clubs regarding player development opportunities at Association and State Level.
* Talent identification of players.
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| **ADDITIONAL INFORMATION** |
| **Required Criminal Record Checks:*** Working with Children Check (*if usual duties involve, or are likely to involve, contact with a child (under 18))*

If exempt from Working with Children Check, request:* Volunteer National Police Certificate *(if unpaid)* OR
* National Police Certificate *(if paid)*

**Further Requirements by JNA:*** Conduct Accreditation Check
* Attain signature on JNA Code of Conduct & Behaviour form.
* Attain signature on Netball WA’s Member Protection Declaration
* Complete JNA Register of Positions and Interests Held
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I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Print Name), understand and accept the responsibilities, duties and requirements listed above.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_