



REPRESENTATIVE CO-ORDINATOR

ROLES & RESPONSIBILITIES

Position Title: Representative Coordinator

Reports To: President

Role Overview:

The Representative Coordinator is a key position within the Coffs Harbour Netball Association, responsible for managing and overseeing the representative teams and programs. Reporting directly to the President, this role ensures that all aspects of the representative pathway are organised, promoting a positive and competitive environment for players.

Key Responsibilities:

- **Reporting Roles/Subcommittee Oversight:**

The Representative Coordinator oversees the management and development of representative teams, ensuring effective communication and coordination among key reporting roles and subcommittees to achieve the association's goals and promote excellence in representation.

 - **Representative Convenor**
 - Liaise with and oversee the operations of representative teams, coordinating representative schedules, communications, and logistics for representative competitions.
 - **Representative Coaching Convenor**
 - Liaise with and assist the managing of the coaching staff for representative teams and Club Coaching Convenors, facilitating training programs and ensuring consistent coaching standards to develop player skills.
 - **Representative Umpire Convenor**
 - Oversee and assist with the recruitment and training of umpires for representative matches, ensuring they are prepared and supported for their officiating roles.
 - **Coaching Appointments Panel**
 - Coordinate the activities of the coaching appointment panel, ensuring a fair and transparent process for identifying and selecting representative coaches.
 - **Selection Committees**
 - Coordinate the activities of selection committees, ensuring a fair and transparent process for identifying and selecting representative players.
 - **Fundraising Officer**
 - Collaborate with the fundraising officer to develop and implement strategies to secure financial support for representative teams, enhancing resources and opportunities for players.
- **Team Management:**
 - Coordinate the selection and management of representative teams at various age levels.
 - Communicate team selections and updates to players, parents, and coaches.
- **Player Development:**

- Collaborate with Coaching Convenor to develop training programs that enhance player skills and teamwork.
- Facilitate development opportunities, including workshops, clinics, and competitions for players.
- Encourage a positive and inclusive atmosphere that promotes sportsmanship and personal growth.
- **Communication:**
 - Serve as the primary contact for representative team matters, addressing inquiries from players, parents, and coaches.
 - Distribute information regarding schedules, events, and updates related to representative teams.
 - Foster effective communication between coaches, players, and the Executive Committee.
- **Event Coordination:**
 - In conjunction with the Representative Convenor, organise participation in representative competitions, tournaments, and events, ensuring all logistical details are managed.
 - In conjunction with the Representative Convenor, coordinate travel arrangements, uniforms, and equipment for representative teams.
 - Promote representative events within the community to encourage participation and support.
- **Feedback and Improvement:**
 - Collect feedback from coaches, players, and parents to evaluate the representative program's effectiveness.
 - Identify areas for improvement and work with the Executive Committee to implement changes as needed.

Qualifications:

- Must hold, as a minimum, a Development Coaching Accreditation
- It is preferable to hold, as a minimum, a C Badge Umpire Accreditation
- Strong understanding of netball and its representative pathways.
- Excellent organisational and time management skills.
- Strong communication and interpersonal abilities.
- Ability to work collaboratively with coaches, players, and the community.
- Experience in sports administration or coaching is advantageous but not essential.
- Have a Working with Children's Check (WWC) & submit to CHNA Secretary

Commitment:

- Work collaboratively with executive and council members to enhance the association's success. Focus on the collective goals of CHNA, fostering a spirit of unity beyond individual club affiliations.
- Present submitted reports to the Executive Committee & Council on behalf of the convenors & sub-committees
- This position may require availability during evenings and weekends, especially throughout the competition season. Flexibility is essential to meet the needs of the association.

Benefits:

- Contribute to the development and success of netball in the Coffs Harbour community.
- Opportunity to build leadership skills and engage with a network of like-minded individuals.

The Representative Coordinator is vital to the Coffs Harbour Netball Association, ensuring that our representative programs are well-organised and focused on player development. This role provides an exciting opportunity for individuals passionate about nurturing talent and promoting netball within the community.

VERSION CONTROL			
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