



WEST COBURG NETBALL CLUB

Volunteer position descriptions

PARKVILLE COMPETITION COORDINATOR (would be helpful to attend committee meetings)

Be the link between the committee and the teams playing in the Parkville competition. Liaise with enrolment officer/enquiry contact to fill any vacant positions on teams. Be the contact person for team managers and coaches. Help to facilitate player fill ins and player movement between teams when required. Have a good understanding of the competition bylaws.

PARKVILLE COMP AGE GROUP COORDINATOR (not required to be a committee member)

Each age group (11 & under, 13 & under, 15 & under, 17 & under, open age) needs a coordinator to work with team managers to keep everything running smoothly. Age group coordinators are the link between the Parkville coordinator and the team managers. They will work with the Parkville coordinator to get information to the team managers at the beginning of each season. The age group coordinator needs to be familiar with the competition bylaws.

COBURG COMPETITION COORDINATOR (would be helpful to attend committee meetings)

Be the link between the committee and teams playing in the Coburg competition. Take enquiries from prospective players for the Coburg competition. Maintain waiting list of players wanting to play in this competition. Assist with submission of team entries to the Coburg Netball Competition.

TEAM MANAGER (not required to be a committee member)

Each team needs a team manager to keep their team organised. [Click here](#) to read what this role entails.

NET SET GO COORDINATOR (not required to be a committee member)

Be the link between the committee and the Net Set Go program. Take enquiries and maintain a waiting list for prospective Net Set Go participants. Run the Net Set Go program on a Friday afternoon.

PARKVILLE UMPIRE COORDINATOR (not required to be a committee member)

The club provides umpires for our games in the Parkville netball competition. This person would keep a data base of umpires and their contact details, help to schedule which team each umpire will umpire for at the start of each season and be the contact person for the umpires to call if they are unable to umpire a game and then fill this space from our pool of umpires.

EQUIPMENT OFFICER (not required to be a committee member)

Annual stocktake of equipment. Order any equipment required going into the new season as well as any equipment required during the season. Keep the first aid supplies stocked at the training venue. Responsible for putting team bags together at the beginning of the season and distributing to the team managers.

UNIFORM OFFICER (not required to be a committee member)

Be the contact person for all uniform issues. Order new stock when needed. Take orders and distribute uniforms when required.

CLUB AWARDS COORDINATOR (not required to be a committee member)

Coordinate voting to determine winners of the Best and Fairest Awards at our end of season presentations. Supply each team with vote cards at the beginning of each season. Order the required trophies.

PRESENTATION EVENT COORDINATOR (not required to be a committee member)

Organise the Autumn and Spring presentation events with assistance from committee members. Book the venue for the Autumn season event and arrange for Spring season event to be held at the Cricket club's Christmas party. Organise fliers for club members to be informed of the event and arrange for website content coordinator to put the details on the website.

FUNDRAISING COORDINATOR (not required to be a committee member)

This is a new position for someone to look for fundraising ideas to implement to help support the club. The funds would go towards purchasing new equipment, coach development, special events etc.

SPONSORSHIP COORDINATOR (not required to be a committee member)

A new position for someone to hit the ground running and look at ways we can get local businesses to sponsor our club. Ideas could include sponsors logos on our uniform, apparel, bibs, water bottle carriers etc.

GRANTS OFFICER (not required to be a committee member)

This is a new position for someone to start up. You would be required to keep a look out for any grant opportunities that may be available and submit grant applications.

[Click here](#) for details.

WEBSITE AND FACEBOOK CONTENT COORDINATOR (not required to be a committee member)

Keep the club's website and Facebook page up-to-date.

TEAM APP COORDINATOR (not required to be a committee member)

Set up and maintain Team App for the club. Set up each team at the beginning of the year in partnership with team managers.

TEAM PHOTO'S COORDINATOR (not required to be a committee member)

Coordinate the clubs team photos (once per year).

BUNNINGS BBQ COORDINATOR (not required to be a committee member)

Coordinate our yearly Bunnings BBQ (once per year).

WEST COBURG SPORTS CLUB REPRESENTATIVES

(only required at meetings when there is something to report from sports club)

The West Coburg Netball Club is part of the West Coburg Sports Club (incorporating West Coburg Football, Cricket, Softball and Little Athletics Clubs). Representatives from the netball club are required to attend Sports Club meetings and report back to the netball club. These meetings are only held a few times a year.

GENERAL COMMITTEE MEMBERS

Attend committee meeting and assist when the need arises.

If you are interested in being involved, please contact admin@westcoburgnc.com.au