

# Position Description

<b>Position title:</b>	Netball SA Academy Program Manager
<b>Department:</b>	Netball
<b>Reports to:</b>	Products and Pathways Manager Academy Head Coach
<b>Details</b>	Volunteer Position, with Honorarium Payment January 2021 – December 2021
<b>Date Approved:</b>	

## Environment:

Netball SA (NSA) is the peak State Sporting Organisation for Netball in South Australia and is affiliated with Netball Australia (NA). Netball is the leading women's participation sport and top team-based sport in Australia.

NSA is responsible for the governance, development, promotion and administration of netball throughout South Australia and has the responsibility for servicing its 35,000 members, the operations of Netball SA Stadium and the running of its elite team, the Adelaide Thunderbirds.

## Position Scope:

The Academy Program Manager is responsible for all matters pertaining to the athlete off the court, particularly athlete wellbeing.

The Academy Program Manager will coordinate and liaise with Academy personnel with regard to the management of the Academy program and outcomes.

## Key Relationships:

- Product and Pathways Manager (PPM)
- Grassroots Pathways Coordinator (GPC)
- Head Coach
- Assistant Coach/es
- Allocated Mentor Coach
- External Stakeholders

## Key Areas of Responsibility:

### Off Court:

- To conduct pro-active and positive relationships with all staff members, athletes, NSA staff and umpires.
- Ensure that players understand they are considered role models, and that the brand and profile of the players, management, team, and NSA are always portrayed positively.
- To conduct purely professional relationships with playing group; and
- To wear prescribed program uniform in a professional and tidy manner at all official team sessions, on and off court.

### Development and Planning:

- Liaise with the Academy Head Coach regarding the planning of the program including, but not limited to, training sessions, dates and venues, taking into account budgeting and allocation of funds.

- Liaise with the Academy Head Coach regarding athlete wellbeing and other matters pertaining to attendance and behaviour.
- Liaise with the Academy Head Coach regarding Umpire requirements at sessions.
- Book and confirm venues for sessions as directed; and
- Liaise with the Academy Head Coach and organise all uniforms, equipment, etc as required.

**Administration and Compliance:**

- Submit all reports and paperwork as requested by Netball SA within agreed timelines.
- Collate athlete details in relation to the Netball SA curriculum report requirements as outlined by Netball SA.
- Assist in maintain the educational and wellbeing component of the individual athlete profile.
- Assist in the planning, taking into account budget requirements and attend all program sessions.
- Alert Netball SA Products and Pathways Manager of any wellbeing concerns relating to the Academy Program.
- Complete and adhere to all NA Integrity in Netball requirements; and
- Adhere to all NSA policies and procedures.

**Practical Involvement:**

- Attend all Academy selection sessions for your region.
- Attend all Academy training sessions, trials, and camps.
- Attend the Academy Meeting conducted in Adelaide in February.
- Attend the Academy Games in Adelaide as scheduled; and
- Attend all Netball SA Academy events including any professional development opportunities offered.

**Essential Criteria:**

- Previous experience in team management at club, Association level or higher would be an advantage.
- Hold or be prepared to complete Senior First Aid.
- Current Member of Netball SA.
- A current South Australian Drivers Licence.
- The successful applicant will be required to satisfy the requirements of a Working with Children Check completed through the Department of Human Services.
- Highly developed planning and organisational skills.
- Demonstrated ability to manage time and resources.
- Ability to work autonomously and collaboratively in a team to maximise objectives.
- Strong communication skills, both written and verbal.
- Demonstrated ability to take direction, follow guidelines and accept feedback.
- Demonstrated ability to maintain budget reports and work within allocated budget; and
- Ability to establish and maintain positive working relationships with and be accessible to key stakeholders including the Head Coach, Assistant Coach and NSA staff.

**Special Requirements:**

Volunteer Hours: The nature of the role requires out of hours and weekend work. Training sessions are held monthly, typically on a Sunday, and can be up to 6 hours in length. Planning/administration will also be required to be completed. The Program Manager is required to attend the Academy Meeting in Adelaide in February and the Academy Games in Adelaide as scheduled.

**Governance:**

It is your duty to comply with the NSA policies and procedures which set out governance standards and manage risks for our organisation. You are responsible for being aware of and complying with the policies and procedures.

**Workplace Health and Safety Requirements:**

We are committed to protecting the health, safety & wellbeing of all of those that work with us.

Your duties are to:

- Comply with all NSA policies, procedures, and relevant legislation.
- Comply with all reasonable instructions from managers in relation to health and safety.
- Take reasonable care of your own health and safety.
- Ensure your actions or omissions do not adversely affect the health and safety of other persons.
- Report any hazards, near misses and incidents to your manager and complete the required formal report mechanism.
- Complete relevant health and safety training as advised.

**ACKNOWLEDGEMENT**

I ACKNOWLEDGE that I have read and understand the responsibilities and expectations as set out above.

Signed by Volunteer: .....

Name of Volunteer:.....

Date:.....

Signed by Department Manager: .....

Date:.....