

# Position Description

<b>Position title:</b>	Netball SA Bench Official Allocation Panel
<b>Department:</b>	Netball
<b>Reports to:</b>	Pathways Manager Pathways Coordinator
<b>Details</b>	Volunteer Position, with Honorarium Payment January 2022 – December 2022
<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 Bench Official Allocation Panel is responsible for Bench Official training, development as well as the allocation of Bench Officials to the Netball SA Premier League Competition.

The Bench Official Allocation Panel will coordinate and liaise with Netball SA Staff regarding the development of the Bench Official Squad and recruitment of Bench Officials.

## Key Relationships:

- Pathways Manager (PM)
- Pathways Coordinator (PC)
- Pre-Elite Pathways Coordinator (PEPC)
- Bench Official Squad
- External Stakeholders

## Key Areas of Responsibility:

### Off Court:

- Promote the importance of Bench Officiating as a vital part of the netball development pathway and South Australia's success at all levels of the sport.
- Maintain confidentiality with regards to all information pertaining to the Allocation Panel and NSA.
- Act as an advocate for NSA by promoting the game of Netball, its values and key messages in the local community.
- To conduct pro-active and positive relationships with all Bench Officials, Premier League personnel, Umpires and NSA Staff; and
- To wear prescribed uniform in a professional and tidy manner at all official Bench Official commitments, on and off court.

### Development and Planning:

- Provide written feedback on Bench Officials using supplied templates from NSA (Appendix A – C); and
- Monitor Bench Officials individual development plans in partnership with NSA (Appendix D).

### Administration and Compliance:

- Submit all reports and paperwork as requested by NSA within agreed timelines.
- All additional expenses must be approved by NSA; and
- Adhere to all NSA policies and procedures.

**Practical Involvement:**

- Provide support to all Bench Officials within NSA’s Bench Official Squad.
- Present, train and mentor all new and continuing Bench Officials in accordance with the NSA Bench Official Training Program.
- Allocate Bench Officials based on individual performance and match rankings in the NSA Premier League Netball Competition.
- Attend all scheduled commitments.
- The Panel will meet a minimum of 5 times annually. Other meetings may be scheduled as required; and
- Assess Bench Officials for State and National Bench Official Accreditation.

**Essential Criteria:**

- Must hold a current National Bench Official Accreditation.
- Ability to work collaboratively with other panel members.
- Knowledge of the Officiating Pathways.
- Strong communication skills, both written and verbal.
- Highly developed planning and organisational skills.
- The following courses must be current prior to commencing as an NSA Bench Official Allocation Panel member.
  - Netball Australia Rules of Netball Theory Exam (Pass mark 70%); and
  - Netball Australia Bench Officials Education Course.
- Must be a current registered member of the NSA Coaches and Umpires Association.
- The successful applicant will be required to satisfy the requirements of a Working with Children Check completed through the Department of Human Services.
- Demonstrated ability to take direction, follow guidelines and accept feedback; and
- Ability to establish and maintain positive working relationships with and be accessible to key stakeholders including NSA staff and Bench Official Squad.

**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 and 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: .....