



Melbourne East Netball Association

Registration No: A0011747L

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Representative Program Head Coach – Position Description

Melbourne East Netball Association (MENA) was established in 1952 and has been providing netball competitions in the Outer Eastern Suburbs for over 50 years. Since 1977 the Association has been based at the leafy H.E. Parker Reserve in Heathmont, Melbourne. In May 2019 we moved back into our home in the new Maroondah Nets at HE Parker which includes 4 indoor and 4 outdoor netball courts.

MENA is seeking a Head Coach for the established Representative Program. For 2019 the program included 150 players from 11's – Open. This provides a unique opportunity for the right person to grow the program to be the preferred representative program in our area while being instrumental in fostering MENA values and building the culture of the program.

Key Areas of Responsibility

Co-ordination

- Finalise Program Strategic Plan and establish annual operational objectives.
- Organise and chair a Rep Sub-committee with meetings on a regular basis (at least once a month)
- Continued development of selection policy
- Organising and overseeing player selections at trials and team placement as per Selection policy
- Recruitment and appointment of coaches to teams in consultation with the Executive Committee
- Development of other relevant policies, together with the Rep Sub committee
- Develop a training, player development and coach development schedule
- Ensure coverage for absent coaches
- Develop a tournament attendance schedule for each team
- Work with the Operations Manager in coordinating tournament attendance
- Team entries for Waverley competition organised and sent to Operations Manager for entry in a timely manner
- Organise and coordinate Mildura Tournament attendance and logistics
- Organise training times and venues with Operations Manager
- Manage, update and adhere to all policies relating to the Rep program
- Liaise with Waverley Night, addressing issues and grading related queries as required
- Organise and coordinate the start of year Camp or team building day

Athlete Management and Development

- Establish athlete expectations
- Develop a program for the continued development of individuals within the program including fitness, general health and wellbeing as well as skill development
- Implement a process of monitoring player development
- Actively work in talent identification of players and assisting in promoting pathways to develop these players
- Oversee player issues – including but not limited to attendance; commitment; attitude; potential team movement and more

Coach Management and Development

- Establish coaching expectations
- Implement a process of monitoring coach and team performance; tracking to expectations
- Ensure regular Coaches meetings - minimum one per season to include Executive
- Attend as many games as possible and tournaments to assist coaches in their own growth as well as the development of their players and teams
- Create and maintain a program for coaches which will include:
 - Opportunities for development – both formal and informal
 - Tracking accreditation
 - Timelines and budgets
- Arrange mentoring for coaches. Working with coaches to identify mentors and organising for the mentoring to take place
- Performance management of coaches including mid-year performance review with the coaches and a member of the Executive. Reports to be completed and stored on the MENA SharePoint site
- Facilitate training opportunities for club coaches

Communication

- Together with the Operations Manager, develop and implement a communication plan for the rep program
- Consistently and constantly ensure good communication to and between coaches

General

- in conjunction with the Treasurer create a budget to go to the August MENA Committee meeting
- Organise and coordinate Rep program Presentation Night
- Assist with any fundraising activities during the year
- Provide a written report on the Rep Program to the monthly General Committee Meeting
- Attend Waverley Night Netball Competing AGM
- Parent behaviour management as required

Selection Criteria

In addition to demonstrating relevant experience across the areas of responsibility identified in this Position Overview, candidates applying for the Head Coach role will require a range of personal and professional skills, including:

Essential

- Minimum Netball Australia Development Coach Accreditation.
- Demonstrated and significant experience coaching a variety of netball teams at rep level as a minimum.
- Demonstrated experience in successfully selecting and preparing rep teams.
- Excellent interpersonal skills with an ability to motivate, communicate and positively influence players, coaches and other stakeholders.
- Valid Employee Working with Children Check

Desirable

- Level 2 First Aid and CPR Qualifications

Key Relationships

- MENA Executive & Committee
- MENA Operations Staff and Management
- Member clubs and delegates
- Netball Victoria
- Netball Victoria and TID pathways
- Chisholm Region

Reporting

Rep Team Coaches will report to the Head Coach.

The Head Coach reports to the Executive.

Employment Conditions

This is a part time position requiring minimum 10 hours per week and will involve some night and weekend work. Salary and other conditions will be negotiated with the successful applicant.

Applications should be sent to applications@menanetball.com.au no later than Wednesday, 25th September.