

## **Position Description**

### **Association Development Officer (ADO) – Busselton Netball Association (BNA)**

#### **Role Purpose**

The Association Development Officer (ADO) oversees the representative program, ensuring smooth operation of trials, weekly programs, carnivals, uniforms, administrative processes, and end-of-season events. The role provides direct support to coaches, players, and managers, while coordinating with the Board to ensure programs run effectively, safely, and within budget.

#### **Time Commitment**

- Trials: ~50 hours
  - Includes: 12 hours physically at courts, plus admin tasks (PlayHQ data entry, trial sheets, leg numbers), coordinating selectors, team selection deliberations, notifying players (successful, unsuccessful, reserve), and setting up Heja/coaching/manager groups.
- Weekly Program: ~2 hours per week
  - Includes: Supporting coaches, filling in as coach if required, administrative tasks, and player/coach support.
- Carnivals: Variable; 3 per year
  - Includes: Attending events to support coaches, players, and match operations, plus setup and pack-down for BNA hosted carnivals.
- Administration & Program Management: ~5–15 hours per week depending on workload
  - Tasks: Allocating coaches to teams, team selections, liaising with AUDO for umpires, updating handbook, managing Heja and Coaches Chat, managing team managers, organising coaching meetings, parent info nights, and end-of-season awards/presentation night.
- Uniforms & Equipment: Variable; ongoing throughout season
  - Tasks: Fitting players, coaches, and managers; ordering, receiving, and allocating uniforms, team bags, training and playing bibs, cones, clipboards, and first aid/blood response equipment.
- Budget Management: Ongoing
  - Setting, monitoring, and liaising with Treasurer regarding the program budget.

#### **Key Responsibilities**

##### **Trials**

- Organise and coordinate trial processes, including selectors, data entry and player liaison.
- Manage administrative tasks for trials, including PlayHQ coordination, entering/delegating data, preparing trial sheets, and organising leg numbers.
- Liaise with selectors regarding team selections from trials
- Communicate outcomes to players (successful, unsuccessful, or reserve).
- Create and manage Heja team groups, coaching/team manager messenger groups.

##### **Representative Program (Weekly Program)**

- Attend weekly sessions at the courts to support coaches and administrative tasks.
- Fill in as a coach if required and provide ongoing coach support.
- Assist with player, coach, and manager support during training sessions.

##### **Carnivals**

- Attend carnivals as ADO to support coaches, players, and match operations.
- Assist with setup, operations, and pack-down during BNA hosted events.

##### **Uniforms & Equipment**

- Oversee uniform fitting for players, coaches, and managers.
- Order, receive, allocate, and manage uniforms, team bags, training bibs, playing bibs, cones, clipboards, and first aid/blood response equipment.

##### **Administrative & Program Management**

- Create and monitor program budget, liaising with the Treasurer as needed.
- Organise coaching meetings and parent information sessions.
- Prepare and maintain the program handbook.
- Organise and facilitate end-of-season awards and presentation night.
- Manage communication channels including team messaging groups and manager chats.

#### **Skills & Requirements**

- Minimum Development Coaching Accreditation, working towards Intermediate Coaching Accreditation
- Strong organisational and time management skills
- Effective communication and teamwork abilities
- Experience in administration, program coordination, and event management
- Familiarity with PlayHQ, Heja, and other netball management systems
- Ability to manage budgets and coordinate multiple tasks simultaneously
- Commitment to attending trials, weekly programs, carnivals, and special events

