



Updated: 8 March 2025

Staff & Volunteer Guide

Kensington Junior Netball Club
www.kfjnc.com.au/netball
Kensington Flemington Junior Sports Club Inc
ABN 77 195 317 280 • Inc Assoc A0026770F



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The Club

[Kensington Junior Netball Club](#) (KJNC) is run by an Operations Committee of volunteer parents.

We're part of [Kensington Flemington Junior Sports Club](#) (KFJSC), an incorporated not-for-profit community sport association that administers:

- [Kensington Junior Netball Club \(KJNC\)](#)
- Kensington Junior Basketball Club (KJBC)
- Kensington Junior Soccer Club (KJSC)
- Kensington Junior Cricket Club (KJCC)
- Flemington Junior Football Club (FJFC)

We are governed by:

1. [KFJSC Articles of Association and Policies](#)
2. [Netball Victoria Policies and Guidelines](#)
3. [Parkville Netball By-Laws](#)

Statement of Purpose

The Kensington Flemington Junior Sports Club exists in order to:

1. Be a community based junior sports club run primarily by parents for the development and enjoyment of young people;
2. Provide an environment that's safe, friendly and inclusive for all;
3. Create a culture that:
 - seeks to positively develop all players' self-esteem;
 - emphasises the primacy of learning co-operative skills within a team environment;
 - promotes a sense of good sportsmanship and respect for others;
 - ensures that participation in the Club is accessible to all regardless of gender, ability or background;
 - encourages all players to develop their sporting skills to their fullest potential;
 - promotes active, healthy living amongst young people;
 - facilitates the fielding of teams that are competitive, disciplined and well drilled.



Core Values

Respect, Inclusion, Fair Play, Positivity, Improvement.

Child Safety

Child safety is fundamental to how our club operates. All the wonderful things we do rest on the foundation of providing a safe and supportive environment. It isn't something we can leave to chance, or assume that everyone will know to do the right thing.

New volunteers may encounter a few hoops to jump through in the name of child safety – we encourage you to do these thoughtfully, and to take to heart their message.

Key Contacts

President	Max Barry kjnc.president@gmail.com
Vice-President	
Secretary	
Treasurer	Drew Anderson kjnc.treasurer@gmail.com
Registrar	Pilar About Haila kjnc.registrar@gmail.com
NetSetGO Co-ordinators	Lindel Feldman & Morelle Bull kjnc.netsetgo@gmail.com
Coaching Co-ordinators	Leigh McHenry & Kathryn Anderson kjnc.coaches@gmail.com
Umpire Co-ordinator	Shane Healy shanehealey@yahoo.com



Team Manager Co-ordinator	Rachel Thomson rethomson82@hotmail.com
Child Safety Officer	Keryn Coster keryncoster@me.com
Complaints Officer	Rachel Thomson rethomson82@hotmail.com
Uniforms Co-ordinators	Sue Williams, Keryn Coster, Kim Luong sue.williams.au@gmail.com
Player Development Co-ordinator	Pilar Abou Haila
Venue Manager	Max Barry
Equipment Manager	Max Barry
Welcoming Officer	
Teams Subcommittee	Leigh McHenry, Pilar Abou Haila, Kathryn Anderson, Meg Olive

Prerequisites

There are a few steps for **everyone** (coach, junior coach, team manager, committee member, other volunteer) to go through. **They are essential.**

Please complete & submit the checklist linked below at the start of each season.
If you have any questions, please ask!

Kensington Junior Netball Club – Volunteer Checklist (Autumn 2025)

The following sections provide more detail on different parts of the checklist.

Membership

At the time they begin working for the club, volunteers & paid coaches aged 16+ must either have a child currently enrolled with KJNC, be a junior player themselves, or else provide documented references: see [*Guidelines for the Involvement of Third Party Adults*](#).

Netball Victoria Registration

For full insurance coverage, volunteers must register for their specific role



through NetballConnect: either as a ‘Coach’ or, for all other roles, with an ‘Off the Court’ registration.

This is quick and free: All you need is NetballConnect and a discount code for the current season, which is sent out by the club Registrar.

Junior Coaches/Umpires: Please register as a player first, before you register as a coach or umpire.

Working With Children Check (WWCC)

All contributors aged 18+ including coaches, assistant coaches, team managers, and committee members must have a current Working With Children Check (WWCC).

You can apply for a WWCC card here:

<https://www.workingwithchildren.vic.gov.au/>

For volunteers, this is free. If the club pays you (e.g. you started as a junior coach and are now over 18), you need an employee WWCC instead, which costs about \$130 – the club will reimburse if you email your receipt to our Treasurer. If you already have a Volunteer WWCC but the club pays you, you need to [convert this to an Employee WWCC](#).

When you receive your WWCC number and expiry date, enter it into NetballConnect like this: Tap More → My Profile → My Full Profile → ... → Personal Details → Other Information → Edit → Children Check Number / Expiry Date → Save. (See [Working With Children Policy](#).)

Volunteers must normally have a WWCC before commencing duties. Committee members with no other duties may provide a valid WWCC within 8 weeks.

Child Safety

You must read the **Child Safety Standards Induction Pack** included in this guide.



Professional Development (coaches only)

Coaches are required to undertake a Foundation Accreditation Course (online) from Netball Victoria upon commencing coaching. Please pay the cost for this yourself and email a receipt to kjnc.treasurer@gmail.com for reimbursement, CCing kjnc.coaches@gmail.com. Please include your bank details.

We also encourage coaches to pursue higher levels of accreditation, which we are usually happy to fund. (See [*Coaching Courses at Parkville.*](#))

Venues

Most matches are played at Parkville Stadium (10 Brens Drive, Parkville 3052), with a small number at Riverside Golf & Sports Centre (75 Newsom St, Ascot Vale 3032).

We currently train at a variety of venues, including Parkville Stadium, North Melbourne Recreation Centre, and Holy Rosary Primary School.

The club can be reached by mail at:

Kensington Junior Netball Club
c/- Kensington Flemington Junior Sports Club
PO Box 43
Flemington VIC 3031



Role of the Coach / Assistant Coach

Coaches and Assistant Coaches provide netball expertise, guidance and opportunities for player development through training sessions and Game Day support and advice.

Some teams have a single Coach; others have an Assistant Coach or Co-Coach. This is largely up to the individuals involved. Please reach out to the KJNC Secretary or Coach Co-ordinator if you ever feel you need assistance.

Coaches of NetSetGO teams should also feel free to contact the club's NetSetGO co-ordinator about any issues.

Primary Purpose of Position

- Lead the netball team in a coaching capacity in pursuit of its competitive and development objectives

Key Responsibilities

- Ensure that players are provided with direct learning at a practical level through individual, specialist and team coaching instruction
- Introduce players to varied approaches to learning
- Supervise, support and mentor the assistant coach in both training and competition environment
- Determine in consultation with the Coach Coordinator coaching requirements for the team
- Develop, implement and adapt match play strategies
- Provide coaching instruction to players in the areas of technique, positional skills and team skills
- Evaluate and assess individual and team performance, ensuring individuals are appropriately challenged and provided with constructive feedback
- Take appropriate action to ensure underperformance is effectively dealt with
- Ensure the Team Kit and any other relevant equipment is available at training and competitions, including a first aid kit
- Coordinate the return of equipment to appropriate storage areas after training and competition games



- Know how to use NetballConnect app
- Abide by Association/Club Policies and Procedures
- Abide by the Coaches' Code of Conduct

Knowledge, Skills & Abilities

- Attain minimum Foundation Coaching Accreditation
- Seek to develop a sound knowledge of netball
- Attain knowledge of Netball Victoria's Child Safety in Netball Code of Conduct
- Understand training match day responsibilities
- Seek to improve communication and interpersonal skills
- Maintain confidentiality on relevant matters
- Be able to relate to a diverse group of individuals
- Positive and enthusiastic
- Well organised
- Ethical, honest and trustworthy

Registration & Insurance

All coaches (adult and junior) must download the NetballConnect app and use it to register themselves as a coach, as per the instructions in the Checklist. There is no cost for this.

This is essential – without correct registration, you & your team may not be covered by insurance.

Player Numbers

KJNC targets 9 players per team, to strike a balance between financial viability and giving players more court time.

Teams with fewer than 9 should expect to be assigned a new player mid-season.



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Coach Input Into Team Size

Coaches have only limited input into team sizes. Some coaches don't mind how many kids they have; others have strong opinions. Nevertheless, we apply a blanket policy to all teams.

In 11 & Under and above, committee will not assign a 10th player to a team unless its coach consents or there are exceptional circumstances.

In 13 & Under and above, if a team starts the season with 9+ players but falls below 9 during the season due to long-term injury or absence, committee will not assign a replacement player without the coach's consent if:

- (a) the regular season is 50% or more complete; *and*
- (b) the team is in the running for finals.

Grading & Team Formation

KJNC uses an independent grading process, which means coaches aren't directly involved in the selection of players for their own teams. Instead, you're handed a list of kids, and asked to make a team out of them.

This process allows coaches to avoid having to defend team selection to parents. It is (unfortunately) common for parents to feel their child should be on a different team, for a variety of reasons. When this happens, the club tries to ensure coaches aren't caught in the firing line.

If you receive such queries, please refer them to the club's Complaints Officer. **Never tell a parent you agree their child should be on a different team**, as this stokes discontent and can cause parents to pit you against the club. If you have feedback on team composition, direct it to the club, not parents.

At the start of a season, try to ease anxiety by sending positive messages and modeling learning behaviour:

- Each year is a new challenge – it might take a while to click
- Don't let anyone get hung up on division numbers – there's often little difference between one and another
- Teams & players move up and down over time – this is our challenge for now



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- No-one's as good as they can be!

As you build team bonds, remember we're all part of the same club. Teams should support one another.

From 11&U, players need to be graded – placed with teammates of a similar developmental level – both for their own benefit, and because Parkville requires teams to be separated into ranked divisions.

Players, parents, and coaches should understand that **teams usually change from one year to the next** (and even, occasionally, one season to the next), especially 11&U and above. This happens not because the club enjoys mixing things up, but because players develop at different rates, some depart the club while new ones others arrive, and many other reasons, including social, logistical, and welfare issues.

It's helpful if everyone knows the current team is not forever. While kids tend to form strong bonds, each year offers new friends and challenges. It's common for kids (and parents) to wish they were on a different team at the start of the year, but not want to leave it by the end.

Players aren't moved between teams mid-season except in very rare circumstances, as the club believes this undermines the ethos that everyone must try their best to make things work. However, if there's an issue on your team, do feel free to contact us.

When mid-season changes are made, they're usually because:

- a new player needs a team; or
- a player is experiencing a severe and persistent welfare issue; or
- changing family circumstances created an unavoidable logistical issue.

Your Team's Purpose

As per our Core Values and Statement of Purpose, **the club's primary aim is not to win games.** This is particularly so at younger levels, but holds true even for our oldest teams and highest divisions.



Coaches should seek to build healthy competitiveness alongside player development and happiness. Avoid neglecting one in favour of the other. Sometimes your team may need you to lift their level of effort and commitment; other times, they may need you to work on their social dynamics.

We encourage you to set a culture of effort and hard work, which is something every player can contribute, regardless of skill level. But be aware that when a kid appears lazy or disengaged, *it's often due to lack of confidence* – they're afraid of trying hard and failing / looking silly, or else aren't sure what to do. Good coaches don't just ask players to work hard – they make their players feel good for working hard.

Particularly at older levels and higher divisions, coaches should seek high performance from their teams. Many kids will become frustrated if they feel their team doesn't care enough about winning. But coaches must not allow this to become the team's sole priority.

Ultimately, most kids will remember and value the friendships they got from junior netball more than the wins. Unlike a win/loss record, friendships don't reset at the start of the next season!

Team Kit

Your team should have a Team Kit including:

- 5 netballs (size 4 for NetSetGO; size 5 for older teams)
- Ball pump + needle
- 1 set of 7 positional velcro bibs
- 1 set of 7 pull-over training bibs
- 10+ cones
- 1 whistle (for training)
- 1 team water bottle holder
- 1 First Aid Kit
- Nail clippers
- Nail file
- Tape for earrings
- Hair ties



- Sunscreen (if training/playing outdoors)

Over the summer break each year, the club's Equipment / Coaching Co-ordinator will contact coaches to gather a list of needed equipment. If you've been a coach previously, and already have equipment in good nick, you may only need a few items replaced; otherwise, you should request a full kit.

Retiring coaches: please return your Team Kit to the Equipment or Coaching Co-ordinator as soon as possible.

Communication

We recommend that you or your team manager create a WhatsApp group for your team, which usually works better than email or SMS.

Child Safety policy: **Adults must not privately message junior players.** If you need to email/message a junior player directly, you must copy in / create a group with their parent/guardian. Where this isn't possible, copy in the club's Child Safety Officer.

Training

Training sessions are usually held mid-week and aim to develop individual player skill, strength, fitness and game knowledge, while building teamwork and tactics. Session duration is normally 1 hour.

Preparation

As coach, you should prepare a written training plan in advance, laying out each session's goals and how you aim to achieve them.

We recommend making use of Netball Australia's excellent coaching resources:

<https://netball.com.au/coaching-resources>

In particular, coaches should be familiar with:

- The **INF Foundation Coaching Manual**, which is an excellent



overview. You may also find [videos of Foundation Skills here](#).

- The **Netball Skills Development Framework**, which provides an age-appropriate Scope & Sequence guide.

A training session should begin with [a KNEE warmup](#) for muscle strengthening and injury prevention.

When teaching a new skill, we recommend following Netball Australia's framework, which proceeds step-by-step to avoid overwhelming players and ensure the basics are performed correctly before adding any competitive pressure.

1. **Explanation & Demonstration:** Discussing the 'when' and 'why' of the skill, including asking players what they think;
2. **Basic Movement / No Equipment:** Allowing players to practice the core skill without distraction;
3. **Basic Movement with Equipment:** Add a cone or similar to represent an opponent;
4. **Add a ball:** Encouraging players to maintain good skill execution while also catching & passing;
5. **Add opponent:** Maintain good execution under pressure from an opponent;

For older players (15&U and above), you may choose to add:

6. **Dynamic drill:** Approaching match-like play, but remaining focused on applying the skill.
7. **Court application:** Match-like conditions, where players are essentially playing regular netball, but encouraged to use the new skill.



Safety

Upon arriving at training, always check that the venue can be safely used. (See [Netball Australia Game & Training Checklist](#).)

If it cannot – e.g. due to excessive heat, physical damage, or interference from other people – training should be cancelled.

Hot Weather

Coaches should always be prepared to modify training plans on account of extreme weather, and look out for signs of heat exhaustion in players.

There is no precise temperature at which training should be cancelled for heat reasons – this depends on the venue, type of training, and age of players.

However, coaches should familiarise themselves with:

- [Netball Victoria Hot Weather Guidelines](#) – which ultimately refer to advice from [Sports Medicine Australia](#)
- [VicSport Hot Weather Fact Sheets](#)
- [KFJSC Hot Weather Guidelines](#)

EXERTIONAL HEAT ILLNESS IN SPORT SIGNS & SYMPTOMS

Exertional Heat Illness is a term used for medical conditions caused by exposure to heat during physical activity.

MUSCLE CRAMPS	Abdominal, arm or leg muscle pains	Muscle spasms
HEAT SYNCOPE	Dizziness Fainting	Headache Vomiting
HEAT EXHAUSTION	Profuse sweating Weakness Nausea/Vomiting Headache	Dizziness Muscle cramps Rapid weak pulse Extreme thirst
HEAT STROKE	Rapid pulse Confusion Red, hot and dry skin (no sweating)	Irrational behavior Seizures Unconsciousness

HEAT STROKE IS A MEDICAL EMERGENCY. CALL TRIPLE ZERO (000) FOR AN AMBULANCE.

VICSPORT

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Concussion

The potential danger of concussion in children has become better understood in recent years.

It's important both to recognize when a child requires urgent treatment, and to protect kids who have sustained even a mild concussion from risking a second head impact before their brain has fully recovered.

Coaches can't *diagnose* a concussion – that must be done by a medical professional – but you can *suspect* one.

You must suspect a concussion when:

1. a player suffers a forceful collision/knock to the head, or to the body that transmits force to the head, or shows visual signs of a head injury; **and:**
2. reports or displays any concussion symptoms (see next page)

If the child displays any **red flag** symptoms, call an ambulance.

If the child displays other symptoms, sit them out and actively monitor them. They must not return to play on the same day. At the end of the session, fully inform their parents/guardians.

After a suspected concussion, the child cannot return to sport until cleared by a medical practitioner. If the medical practitioner diagnoses concussion, the child will undergo a staged return to sport:

- non-contact training permitted after 7 days of no symptoms
- full contact training permitted after 14 days of no symptoms
- competitive matches permitted after 21 days of no symptoms

More info:

- [Netball Australia Concussion Policy](#) (April 2024)

Concussion on Court



Recognise

- Unconscious
- Irritable or emotional
- Balance issues
- Vomiting
- Severe headache
- Dizziness
- Fatigue
- Feeling 'foggy'



Remove

If concussion is suspected, remove the player from the training or game immediately, to a safe and quiet place.

"IF IN DOUBT, SIT THEM OUT"

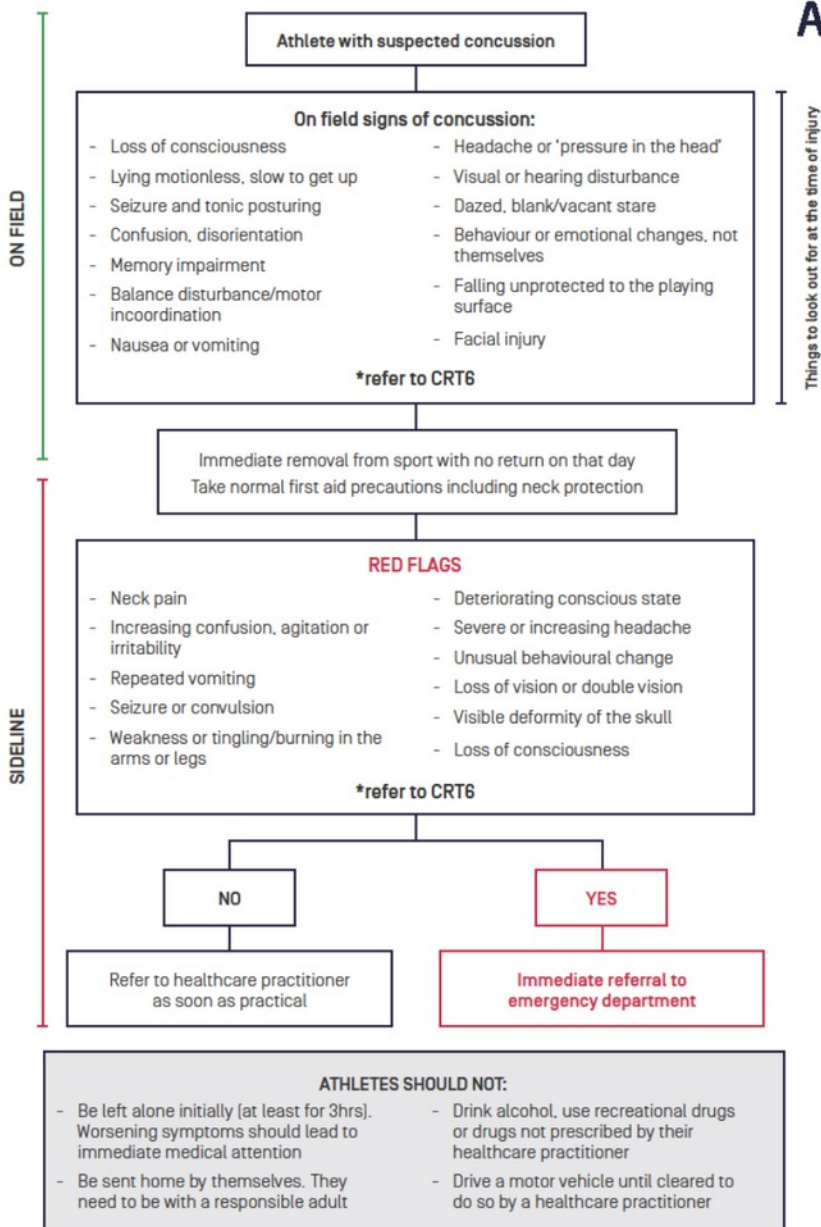


Refer

- Refer all suspected concussions to a Doctor as soon as possible.
- Work with your Doctor to develop a management plan



NON-HEALTHCARE PRACTITIONER ON FIELD CONCUSSION RECOGNITION DECISION TREE





Cancelling

If you can't be present for training, please attempt to find an alternate KJNC coach to stand in for you. Parents cannot be given responsibility for training, as they have not gone through this induction (e.g. supplied Working With Children Check details).

If you train at an outdoor venue, please establish a process for notifying parents of cancellations due to inclement weather. For example, you may decide to make a call no later than 2:30pm on the day of training, and communicate this to your team via WhatsApp.

Coaches may decide to cancel training if they know that a large number of players will be unavailable.

Relocations

It is generally **not** possible to relocate to an alternate venue, as these must be booked well in advance.

Coaches should not privately arrange alternate training venues unless it is made clear to families that these aren't official or implicit club events, as such sessions may not be covered by insurance.

Game Day

Coaches are responsible for drawing up a team roster, and providing guidance to players during the game.

Player Selection: Time On Court

For non-finals matches, KFJSC policy requires that all players receive at least three quarters play on-court in a match. See: [Player Rotation – Playing Time / Playing Positions Policy](#).

When it's not possible to give all players three quarters, be as even as practical.

Teams with 10+ players may wish to roster players off for entire games, rather than sit some out for a half, although this is your choice.



KFJSC policy requires you to keep track of your player selections, so you can do them equitably over the course of a season. The *AutoRoster* app will do this for you automatically. This is often handy data to have anyway, as players or parents may forget how often they've been in particular positions.

For finals matches only, coaches are permitted to roster unevenly for a more effective team balance. For example, some players may be given four quarters while others only play a half. Bear in mind, though, that winning shouldn't come at all costs, and doesn't supersede the club's values and purpose.

If you might roster unevenly for a finals match, set expectations beforehand so it doesn't catch players or parents by surprise:

- Discuss with your team, and explain some situations where you might want to roster unevenly and why. Make sure your team is on board.
- Notify parents via the team chat, and let them know they can contact you if they want to discuss.

Player Selection: Positions

Coaches may roster as they see fit in order to (firstly) develop their players' sporting, personal, and social skills, and (secondarily) build an effective team.

As coach, it's your decision where to roster players, and who would benefit from playing which positions.

In general, KJNC advises that:

- In NetSetGO, all players should spend roughly equal amounts of time in each position across a season.
- At 11 & Under, players should be selected more often in positions that, in the coach's view, best suit their long-term development, while less frequently playing most or all other roles.
- From 13 & Under, players may predominantly play in one or two positions that, in the coach's view, best suit their long-term development,



while also occasionally playing elsewhere.

Children develop at different rates, and a ‘skilled’ or ‘tall’ player now may not be so skilled or tall relative to other players in future seasons. Even older players may change roles for various reasons. The opportunity to learn different positions is of long-term benefit to players and their teams.

Conduct

Coaches must adhere to behavioural standards:

- Remain positive and encouraging at all times.
- Don’t call out to umpires, nor audibly criticize them or their decisions.
- Don’t approach umpires directly, even after the game. (You may accompany a player, who is permitted to ask umpires questions during breaks. You may also speak to league officials.)
- Don’t directly address opposition players.
- If you wish to lodge a grievance, contact the club.
- Encourage sportsmanship, such as shaking hands with opponents after a match.

Extra-Curricular Activities

If you are interested in taking your team to an external event, such as a tournament or game, please notify the club Secretary in advance.

Team Spirit

Your team is more than a collection of netballers! Particularly at younger levels, pay attention to the social bonding of your players, and teach values such as respect, good sportsmanship, supportiveness, and work ethic.

At older levels, coaches should develop their players’ leadership and self-organizational skills, e.g. invite them to run their own warm-ups or lead tactical discussions.

Dealing with Parents

The great majority of KJNC families are wonderfully supportive!

At times, however, you may encounter a parent or guardian who acts inappropriately. In these cases, please contact the club for assistance. We will



Speak with parents as required.

This is particularly relevant to junior coaches. When a coach is younger, parents may try to intervene with well-meaning advice or assistance, which can put you in a difficult position. Let the club know – we’ll support you with any issues.

Junior coaches should feel supported by their Team Manager, and may speak to them about issues. Most Team Managers are keen to be involved, and appreciate responsibility you give them.

Parents should always provide you with respect. They should not:

- tell you how to coach
- criticize you
- take over

A Special Note for Junior Coaches

You’re a coach because we think you have the qualities required to make a positive difference in the lives of our netballers.

It’s a fun job, but can be a demanding one, too. You might often encounter new situations and be unsure how to handle them.

Please use the Coaches chat to share questions, comments, or information. Or, if you prefer, contact the club directly. Always let us know if there’s something you’re unsure about.

No adult – including any club official – should:

1. contact you privately – KJNC follows a “two-deep model,” which requires your parent/carer to join any electronic chat
2. be alone with you privately (e.g. offer you a car ride), unless this has been approved by your parents/carers

We expect junior coaches to work hard. You should:

- research drills
- prepare written training plans
- work to improve your knowledge and qualifications, e.g. via courses



Junior coaches who don't meet performance expectations won't be offered future work.

If you have any concerns or would like more direction, don't wait – contact our Coaching Co-ordinator.

All junior coaches are paired with an adult assistant or parent helper.

Coaching Tools

TheNetballCoach.com

The club subscribes to a package granting coaches access to online drills and sessions.

<https://thenetballcoach.com>



If you don't have access, please ask on the Coaches group chat.

AutoRoster

You have free access to **AutoRoster Pro**, an app that helps with rostering and tracking stats.

<https://autoroster.io>

[iOS app](#) / [Android app](#)

To join KJNC on the app, which grants you access to extra features, [click here for an invitation link \(Autumn 2025\)](#). If the link has expired, ask on the Coaches group chat for a new one.

KFJSC policy requires coaches to track their team rosters over the course of a season, which *AutoRoster* will do for you automatically.





Coaching Pathway

KJNC invites motivated players aged 13-17 to apply for our coaching pathway:

1. Apply here: <https://forms.gle/ctsZCrnyQCe8Jzka8>
2. If selected, you will start as a **Junior Assistant Coach**. This is an unpaid volunteer position where you help out a senior coach.
3. After two seasons, Junior Assistant Coaches can become:
 - Shared Junior Coach – you and another junior co-coach, earning \$30 per week (\$15 for training + \$15 for the game).
 - Assistant Coach – you help a senior coach, earning \$40 pw (\$20 + \$20)
 - Coach – you're in charge of a team, earning \$50 pw (\$25 + \$25)

More Coaching Resources

[AIS: Coaching Women & Girls](#)

- [Resources](#)
- [Stories](#)



Role of the Team Manager

Primary Purpose of Position

- Ensure the successful management of the team and welfare of the players in their care, whilst making sure all on field matters are dealt with efficiently and timely
- Provide support to the Coach and Assistant Coach

Key Responsibilities

- Establish a WhatsApp group or similar to inform team parents & guardians of relevant information, in particular training & match times / locations.
- Before each game, assign a scorer in NetballConnect
- Before/at the start of each game, mark player attendance in NetballConnect
- Receive information from the club Team Manager Co-ordinator and distribute to team parents.
- Document any problems that arise and present these to the Team Manager Co-ordinator
- Be aware of Child Safety policy (see page 53) and ensure it is followed
- Coordinate occasional events such as team photographs, fundraising, and social meetings

Knowledge, Skills & Abilities

- Organisational skills
- Be able to relate to a diverse group of individuals
- Ethical, honest and trustworthy

Team Managers need the NetballConnect app: [see this setup guide](#).

Your essential app-related duties are:

- A few days before each home game, assign a scorer.
- In the hour before the start of each game, complete player attendance.

You'll need to register as a Team Manager before these options are available to you – a registration link will be emailed to you before the start of the season by the club's Registrations Officer.



Please provide a copy of your current Working with Children Check to the KJNC Member Protection Information Officer.

Communication

Each team needs a form of group communication, so the Team Manager can remind parents about each upcoming game, informing them of where it is, and who's captain (which usually means they need to bring after-game lollies).

We recommend creating a WhatsApp group for your team, which has been more effective than email or SMS.

Conduct: WhatsApp groups should not be permitted to become a conduit for criticism of players, the team, coach, or club, particularly when the coach is a junior.



If your team has a junior coach, we recommend placing the following message into your group chat at the start of each season:

This group chat is for general netball information and updates, and for supporting our team and coach, _____. If you ever have specific concerns about the team or club, please feel free to contact me privately.

Child Safety policy: Team Managers should never privately message junior players. If you need to email/message a player, copy in their parent/guardian. If this isn't possible, copy in KJNC's Child Safety Officer.

The group chat is for the Coach, Team Manager, and parents and guardians only – not players*. If you notice a player in your group chat, please remove them and inform the parent/guardians that this isn't possible for child safety reasons.

* *Exception:* Players are permitted to join WhatsApp groups for 17 & Under teams under the following conditions:

1. The Coach and Team Manager approve



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2. The “two-deep” model is followed, i.e. every junior in a group chat has a parent/carer in the group with them
3. The Team Manager ensures juniors use the chat primarily for organizational purposes (e.g. to let the team know if they’re running late), and not social reasons.

Player Registration

Please help remind & encourage families to ensure all players are registered for the competition – they may not play until this is done.

Please help & ensure all players have a team uniform and/or have been provided with the Uniform Shop details. Players cannot take to the court on Game Day without a valid uniform. For any inquiries, contact the KJNC Uniform Co-ordinator.

Before Game Day

Player Availability / Borrowing

Communicate with parents/carers to determine player numbers for upcoming games.

Tip: Some teams use the free Doodle app to track availability.

Sometimes your team may not have enough available players. A full team on court is 7 players, and 8 or 9 is preferred, so that you can cover for injuries or allow rests. The absolute minimum number of players permitted is 5, without which the league requires your team to forfeit.

Borrowing Players

Use the **Fill-in Finder** to figure out which teams you might be able to borrow from:

1. Visit <https://kjnc.squiggle.com.au>

The screenshot shows the 'KJNC Competition Teams' website interface. At the top, there is a dropdown menu for 'Parkville 2024 Spring'. Below this is the 'Fill-in Finder' section. A dropdown menu is set to 'Kensington Kangaroos' with a 'Go' button. Below the dropdown, it says 'Your division: Saturday 15 & under 2'. Further down, it states 'Your next game: vs Kensington Komodos at Saturday 31 August 2024 at 3:35:00 pm on Court 13'. A section titled 'You can borrow players from:' lists several teams with their details:

- Kensington Cassowaries (Sat 15&U 3)**
1 h 50 min earlier
Saturday 31 August 2024 at 1:45:00 pm on Court 7
Coach: Rebecca
Manager: Kate
- Kensington Currawongs (Sat 15&U 4)**
Same time
Saturday 31 August 2024 at 3:35:00 pm on Court 8
Coach: Max, Finlay
Manager: Peter
- Kensington Crocs (Sat 13&U 3)**
3 h 40 min earlier
Saturday 31 August 2024 at 11:55:00 am on Court 6
Coach: Katie
Manager: Joshua

At the bottom, there is a note: 'Lower age: Borrowed player must be 12 or older.'



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2. Click **Fill-in Finder**
3. Select your team

Then post on the Team Manager WhatsApp group to ask for spares from the appropriate team(s).

Borrowed players must be checked in alongside regular players with [the NetballConnect app](#). (See *Mark Attendance* below).

In general, you must always borrow a player from a lower age bracket or division.

Tip: Never borrow the same player four times in the same season! If you do, she becomes ineligible to play for her own team.

Players can play a maximum of **two** games per day.

Borrowing Players in Finals

To be eligible to play finals, a player must have played at least one-quarter of the season with the club. That usually means 4 games, but will be fewer in short seasons (13 weeks or fewer) and more in long ones (18+ weeks).

If your team is short on players for a final, you may borrow a player from any lower-division team, so long as she meets the requirement above, and isn't playing finals for her own team. It isn't necessary for her to have played for your team before.

We prefer that you borrow players for finals only when absolutely necessary due to absences.

Weekly Notification

Advise parents/carers of the following:

- Game time. It is recommended that players arrive 10 minutes prior to their allocated Game time to ensure games commence without delay and give opportunity for players to warm up prior which can assist with injury prevention.
- Court number



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- Team Captain. Refer the *Team Captain* section below. In junior teams, we encourage rotating this role evenly among all players throughout a season.

Some teams allocate a scorer for the entire season; others rotate the duty around (often to the parent or carer of the Team Captain). Either is fine, but in the latter case, you need to:

- Assign a scorer in NetballConnect (see *Scoring* below).
- Ensure that the relevant parent/carer has NetballConnect installed and understands how to use it for scoring.

If your team wishes to have someone hand out fruit/lollies at half/full-time, please check for any allergies or food preferences in advance. For example, vegetarian players may not eat lollies containing gelatine. Food and drink should not be brought on-court, as per venue rules.

On Game Day

Mark Attendance

Using NetballConnect, record all players present, including substitute players.

This is important. When a player is not properly registered in NetballConnect:

- They may not be covered by insurance for a medical event
- They may become ineligible to play finals
- Parkville may deduct competition points from the team

You can mark attendance via the app up to an hour before each match, and no later than match end.

Tip: Look for **Team Selection**, which is greyed out until an hour before the match. Don't be misled by the *Attending?* list of names – this should be ignored, even though it always shows *Player not signed in*.

Player Readiness

If you have a young team, you can help ensure that players:

- Tie up their hair, if long



- Remove any jewellery (earrings may be taped if unable to be removed – hairbands etc cannot be kept on wrists during play)
- Shorten nails to below skin level

During a Game

- Report any injuries to the KJNC Team Manager Co-ordinator (see *Injuries* below)
- At younger levels, assist with player changeovers during the game (i.e. help swap player bibs)
- Provide any assistance needed to the scorer. (See *Scoring* below.)
- Handle any parent/carer queries during the game. Particularly if your team has a junior coach, please ensure that parents don't question or direct instructions to the coach during games.
- Report any serious conduct issues to the club.

If You're Away

Teams must have a designated Team Manager during games, to handle the above duties. If you'll be away, then for simplicity, you (or the coach) may still mark attendance, but you should appoint a stand-in to handle any conduct or injury issues on the day, and let parents know who it is. This is particularly important for teams with a junior coach.

Role of the Team Captain

On game day, the Team Captain:

- Participates in a game of *Rock, Paper, Scissors* to determine the first Centre Pass and to which end each side is scoring.
- (Optional but common:) Provides fruit snacks/treats for players after a game, or at half-time.
- Encourages fair play and respectful sideline support from any players in reserve
- Leads and encourages fair play practices (e.g. acknowledging and thanking the opposing team following the Game, regardless of outcome).
- (Optional:) You may wish to assign scoring duties to the parent/carer of the Team Captain.



Scoring

Each week, the home team is responsible for scoring via NetballConnect. You should still assign a scorer in away weeks, to sit with the other team's scorer at the scoring desk and (a) verify the score is being recorded correctly, and (b) operate any electronic scoreboard.

Assigning a Scorer

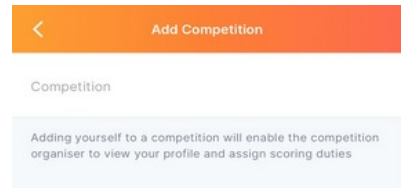
You should assign a scorer in the days before each match, which you can do on your app's Home screen by tapping the match card that has a **Managing** tag and a yellow label "**Scorer not set.**"

Team Managers should avoid scoring, except as last resort. If you're scoring, you're unavailable to deal with any conduct or injury issues that arise.

Usually teams assign the parent of that week's captain as scorer.

Assigning a parent as scorer but can't find them in NetballConnect?

The parent probably needs to add the current season to their NetballConnect profile: "More" → "My Profile" → "My Roles" → "+ Add Competition" → tap "Competition" and search for the current season, which may look something like *2024 Spring Season Parkville*.



For a quicker fix, you may be able to assign their child as scorer, then have the parent use "More" → "Switch Profile" to access the scoring function.

Parent is assigned but can't see the Scoring function? Make sure they're logged in, i.e. have a "More" button on the bottom right, not a "Login" button. Also try using the "Switch Profile" trick above.

Still stuck? You might need a club admin to manually register them: send us a screenshot of the parent's NetballConnect "More" → "My Profile" → "My App Profile."



Tip: “For scoring, I installed NetballConnect on a spare phone and the parent scorers in my team usually use that phone. The phone connects to the Internet via a personal hotspot from my phone or the parent's phone. (The app is registered in my name). This saves some effort vs getting each parent scorer to install, register, log in, then getting assigned as scorer.”

Scoring on Game Day

During a match, scorers should frequently check they agree with the opponent's scorer. By default, the NetballConnect score (entered via the home team's scorer) is the official result, but you may dispute. In this case, document as much evidence as you can, and email it to the club Team Manager Co-ordinator, Secretary, and President as soon as possible. Include whether the other scorer agrees that the official score is wrong, and how you think the discrepancy arose.

In the event of catastrophic app failure, please record the score using pen and paper, and photograph the result.

Conduct / Reportable Behaviour

If there is any concern regarding the behaviour of any person either participating in or observing a netball game, then this should be brought to the attention of the Parkville management office, who will despatch an observer to assess the issue and intervene where deemed necessary.

If your team has a junior coach, she may need additional support from you. You should act as an interface between parents and the club, fielding questions and providing replies.

Sometimes when a coach is younger, parents are more likely to try to intervene with well-meaning advice or assistance. This can be undermining or intimidating for the coach, and you may wish to guide parents to direct such advice to you instead.



Injuries

Any injury that occurs during netball, including both at training and Game Day, must be reported in a timely manner, to ensure the club is aware of any relevant issues and legal liability. This includes injuries to players, officials, coaches and spectators.

Please assist your team coach in spotting and managing any injuries that occur during training or matches.

Concussions

In particular, Team Managers may spot potential **concussion** injuries, which can be very subtle and escape the notice of coaches. See the “**Safety**” section of this document under “Role of the Coach / Assistant Coach:”

- [Netball Victoria Concussion Policy](#)

Any player who receives a head knock must be removed from the activity immediately and examined for signs of concussion. If they display symptoms, such as confusion, grogginess, nausea, blurred vision, or balance issues, they must be referred to a medical practitioner. “*If in doubt, sit them out.*”

During training

If the injury occurs during training, an [Injury Report Form](#) must be completed by the Team Manager, Coach or treating person. The completed form should be submitted to KJNC for recording and retention.

On Game Day

If the injury occurs on Game Day, an Injury Report Form will be completed by Parkville. Please ask if you can take a photo of this form and email it to KJNC Team Manager Co-ordinator. Alternately, the completed form will be retained by Parkville and can be made available to KJNC and/or the injured party on request.

Insurance – Medical expenses

Where an injury requires medical attention which incurs costs, reimbursement for these costs can be requested by submitting an insurance claim. For further information on the process, the form to be completed and KJNC’s Certificate of



Currency (insurance certificate) can be found under ‘Insurance’ on the Victoria Netball website:

<https://vic.netball.com.au/insurance>

End of Season

Presentation Day

KJNC holds an annual Presentation Day, usually in late November or early December. Details will be communicated to Coaches and Team Managers who are then asked to communicate this on to their teams.

At the presentation ceremony, the Coaches will be asked to say a few words about the team while Team Managers present each player with a personalised medal/trophy and team photo.

Medal/Trophy

Team Managers will be contacted prior to the presentation ceremony to confirm spelling of player’s names (first & surname). It is important that this is checked with parents/carers as sometimes names are not correctly noted at registration and/or the player may prefer an abbreviation of their name for the trophy (e.g. Joe, instead of Joseph).

Team Photo

We recommend Team Managers obtain a photo of the entire team at the first opportunity in the season as it can be difficult to get players all together due to injuries & absences. The photo can be taken either at training or on Game Day and should include:

- All players
- Coaches
- Team Manager

Full names of all shown in the photograph in order of view (e.g. left to right) will also need to be provided.

Where it is not possible to get all team members in one photo. Head shots of missing players can also be emailed to include as inset images.



Photographic consent policy: Please ensure that families are aware that team photos will be taken during the season and shared with others within the netball club – if they object, photos must exclude that player.

For photos taken inside Parkville Stadium, it is necessary first to print out a "[Photography Registration Form](#)" and get this signed at the Parkville office.

Gift for Coach/es

It is customary but not obligatory for the coaches to be provided a small gift from the players to thank them for their time dedicated to the team during the season.

The Team Manager will coordinate any donations and purchase of a gift item. A signed card or memento from the players/parents is also a nice touch. The gift items can be presented to the coaches following the end of season presentation or in a private team event, as may be arranged separately.

Team Socialising

Whilst socialising of players and parents/carers outside of training and Game Day sessions is not essential, it can greatly help to develop a friendly and cohesive team environment. Some suggestions a Team Manager may consider:

- Picnic/morning tea, following a Game Day match. Parkville Stadium is surrounded by lovely parkland.
- Team lunch
- Pizza after training

It is important to note that these events occur outside of the scope of the netball program, and as such may not be considered for insurance in instances of injury during such an event.

Next Season

As the current season draws to a close, information regarding registering for the next season will be posted to NetballConnect and shared with Team Managers.



Team Managers are encouraged to share this information with current players only (separate registration process is required for new players) and assist or direct any queries to KJNC related to the registration process.



Role of a Committee Member

The KJNC Operations Committee meets four times per year. Meetings generally run for 90-120 minutes.

Most (but not all) committee members have a specific area of responsibility, such as Treasurer or Player Development Co-ordinator.

Committee members planning to step down are requested to source their own replacement!

Primary Purpose of Position

- Provide support to the President, Secretary and other committee members to ensure the efficient operation of the Association/Club

Key Responsibilities

- Attend quarterly meetings of the Committee
- Participate in discussion and decision-making of the committee
- Uphold the decisions of the Committee
- Undertake tasks at the request of the committee

Knowledge, Skills & Abilities

- Ability to communicate ideas and articulate sound arguments
- Maintain confidentiality in relevant matters
- Well organised and able to work in a logical orderly manner
- Ethical, honest and trustworthy



Role of the President

Primary Purpose of Position

- Ensure the organization promotes the participation and achievement of netball at the highest level and that all junior members are given the highest level of coaching and competition to promote their development to senior ranks within the club
- Ensure strategies to embed an organizational culture of child safety through effective leadership arrangements
- Ensure the association is run efficiently administratively, financially and socially to support all activities
- Represent the interests of the netball club to the Association
- Represent the Association as Vice-President to further the interests of all KFJSC members
- Seek ratification from the Operations Committee prior to committing the club to significant financial expenditure or action
- Provide a safe and enjoyable recreational environment for all association members and ensure all netball activities are played in a competitive and fair spirit
- Act as a Primary spokesperson on all governance and member representation

Key Responsibilities

- Represent the netball club at quarterly presidents' meetings of the Kensington Flemington Junior Sports Club, and at the Annual General Meeting
- Liaise with KFJSC regarding Association matters
- Establish annual membership fees in negotiation with KFJSC
- Chair quarterly netball committee meetings
- Ensure sub-committees and committee members fulfil their responsibilities
- Report on overall activities to the membership at the Annual General Meetings and General Meetings.
- Ensure that the planning and budgeting is carried out in accordance with the wishes of members.
- Uphold Constitution, By-Laws, rules, policies and procedures of the Association
- Represent the organisation in discussion with affiliates and state and local government
- Represent the organisation in public relations activities and opportunities



- Assist in the development of partnerships, potential sponsors and funding opportunities
- Co-ordinate the annual Presentation Day, including determining date, venue and format
- Co-ordinate the Annual Handbook, including sourcing team reports from all coaches

Knowledge, Skills & Abilities

- Communicate effectively and listen to feedback and views of members and other interested parties
- Ability to manage people, lead meetings and delegate
- Confident in leading strategic direction, maintaining a focus on the 'big picture'
- Well informed of all Association activities
- Aware of future direction and plans of Association meetings
- A good understanding of sporting requirements at local, regional and higher levels.
- Possess a good understanding in the association constitution, rules and the duties its office holders and sub-committees
- Be unbiased and impartial on all issues and able to avoid deviation for the matter under discussion during varying types of meetings
- Has the ability to forward plan and lead the organisation to reaching its short and long term goals.
- Well-developed decision making skills
- Receptive to change
- Communications and negotiating skills
- Be approachable

Role of the Secretary

Primary Purpose of Position

- Ensure that appropriate administrative support is provided to the President and the Operations Committee and sub-committees
- Manage business considered by the Operations Committee

Key Responsibilities

- Establish a meeting schedule for the Operations and sub Committees for the year



- Coordinate meetings for the organisation and collate an agenda for those meetings
- Prepare the agenda and minutes of all committee and General meetings of the Association, distribute and file in accordance with the Rules of the association
- Maintain a register of member's names, addresses etc via NetballConnect
- Be responsible for correspondence and issue notices as required and keep records of all inward and outward correspondence
- Be the telephone and email contact for all enquires
- Maintain files of legal documents such as constitutions, bylaws, leases and titles
- Collect and collate reports from office bearers
- Disseminate by email, website, notice and or newsletter, any information within and from externally of the association, pertinent to all members
- Maintain club administration records- correspondence, financial records, competition details etc.
- Assist other committee members in their duties as required
- Seek ratification from the appropriate committee member prior to committing the Association to any financial expenditure or action
- Uphold Constitution, By-Laws, rules, policies and procedures of the Association
- Organise the selection, purchase and distribution of trophies for the club's annual Presentation Day

Knowledge, Skills & Abilities

- Well-developed communication skills
- Good listening skills
- Excellent organisational skills
- Ability to lead by example
- Ability to delegate tasks
- Ability to liaise with external parties
- Computer literate with good report-writing skills
- Able to maintain confidentiality on relevant matters
- Strength and clarity of purpose
- Ability to engage, encourage and lift the level of service



Role of the Treasurer

Primary Purpose of Position

- Provide management of the Club in its financial dealings

Key Responsibilities

- Prepare and monitor an annual Budget
- Be fully aware of the financial position of the association at all times and notify the Committee of financial trends and any areas of concern
- Ensure financial and treasurer reports are available and understood at committee meetings
- Liaise with the KFJSC Treasurer and send all invoices for payment
- Liaise with Registrations Officer and assist in following up late registration payments
- Bank reconciliation
- Monitor email enquiries
- Process reimbursements for club volunteers and other roles
- Attend committee meetings
- In consultation with committee, determine annual registration fees for players and non-playing members
- Uphold Constitution, By-Laws, rules, policies and procedures of the Association

Knowledge, Skills & Abilities

- Accounting and finance experience
- Ability to maintain records in a logical manner
- Able to keep good records and manage financial records electronically
- Well organised and able to work in a logical orderly manner
- Ethical, honest and trustworthy



Role of the Child Safety Officer

Primary Purpose of Position

- To deliver advice and awareness within the Club around developing a child safe environment, and ensure the Club is compliant with relevant policy

Key Responsibilities

- The Child Safety Officer may work with the Club to develop procedures specific to that club to assist with minimising risk to children, provide education to coaches, administrators and club members, promote the policies and procedures and provide advice if required
- Understand the importance in adopting appropriate screening processes for members working with children and the requirement for criminal history assessments
- Maintain knowledge of Netball Victoria's Child Safety in Netball Policy and Code of Conduct
- Understand the definitions and indicators of child abuse and neglect
- Acquire knowledge and understanding of the requirement under the Children's Protection Act 1993 of the legal responsibilities of staff and volunteers working with children
- Have knowledge of the Child Abuse Report Line processes and procedures outline in Netball Victoria's Child Safety in Netball Policy.
- Maintain familiarity with Victorian Legislation in relation to the child safety standards
- Maintain an up-to-date database of all adults working at the club and their WWCC numbers and expiry dates, and provide this to the KFJSC within one month of the start of each season (i.e. February and July), as per [KFJSC Working With Children Policy](#).

Responsibilities of the Club

- Develop a risk management plan addressing the safety of children with respect to other people within the organisation
- Educate and ensure members have access to Netball Victoria's Child Safety in



Netball Policy

- Have guidelines and procedures that support the policy
- Educate and ensure members have access to Netball Victoria's Child Safety in Netball Policy
- Consider clear recruitment procedures for staff and volunteers eg. Referee checks, qualification checks if applicable
- Provide staff and volunteers with information or training around child safe environments, and provide support in their roles
- Encourage the participation of children in decision making (let them have a say or provide feedback)
- Ensure that all staff and volunteers are aware of their mandated notification obligations

Knowledge, Skills & Abilities

- Interpersonal and communication skills
- Ability to understand and disseminate the information to the members about association policies
- Ability to keep and maintain accurate records
- Well organised and able to work in a logical orderly manner.
- Ethical, honest and trustworthy
- Sympathetic and empathetic

Role of the Coach Co-ordinator

Primary Purpose of Position

- Responsible for the training, development and management of coaches

Key Responsibilities

- Be first point of contact for coaches
- Communicate with coaches and report any relevant issues to the committee
- Disseminate information to coaches regarding courses and seminars and provide coaching advice and support where possible
- Foster the growth and raise the standards of the coaches



- Liaise with the Umpire Co-ordinator regarding junior umpires interested in pursuing a coaching pathway; encourage these players to undertake formal education to become accredited coaches
- Ensure coaches are recognised for their efforts
- Manage conflict resolution between players and coaches, liaising with the Complaints Officer and committee as necessary
- Liaise with Netball Victoria on coaching courses/clinics and accreditation

Knowledge, Skills & Abilities

- Can communicate effectively and has good interpersonal skills
- Sound game knowledge of netball, including skills, tactics and how to teach them
- Positive and enthusiastic
- Well-organised
- Able to relate to a diverse group of individuals
- Maintain confidentiality on relevant matters
- Has a good working knowledge of By-laws, Rules and Policies
- Familiarity with NetballConnect
- Ethical, honest and trustworthy
- Hold a minimum of Development Coaching Accreditation

Role of the NetSetGO Co-ordinator

Primary Purpose of Position

- Be the first point of call for all NetSetGO Enquires and represent the organisation as the point of contact with Netball Victoria

Key Responsibilities

- Manage and distribute marketing material (e.g.school newsletter stories, posters)
- Administer player registration process
- Recruit and manage NetSetGO coaches and volunteers
- Facilitate participation by parents
- Be aware of the child safety in netball code of conduct



Knowledge, Skills & Abilities

- Can communicate effectively and has good interpersonal skills
- Well organised
- Positive, enthusiastic and energetic

Role of the Registrations Co-ordinator

Primary Purpose of Position

- Administer the club's membership, including communicating with families to assist registration and liaising with Netball Victoria through NetballConnect.

Key Responsibilities

- Ahead of each season, set up NetballConnect registration links so that players, coaches, and team managers may register.
- Communicate with families, coaches and team managers to ensure all membership fees are collected in a timely and efficient manner
- Ensure all Players, Coaches & Umpires have registered and paid their Netball Victoria Registration prior to Round One
- Communicate to members the registration process
- Be available to assist in any registration queries from Players, Umpires & Coaches
- Process registrations as required by all members
- Maintain member details and roles as required by NetballConnect
- Implement Privacy Act regarding all membership information
- Check email account on a daily basis

Knowledge, Skills & Abilities

- Computer literate
- Knowledge of NetballConnect admin system
- Good communication and interpersonal skills
- Well organised and able to work under pressure, especially at the beginning of each season
- Knowledge of the club membership packages and external requirements (e.g.: Netball Victoria member fees)



- Ethical, honest and trustworthy

Role of the Umpire Co-ordinator

Primary Purpose of Position

- Manage the training, development, deployment and conduct of umpires

Key Responsibilities

- Communicate with all club umpires and report related issues to the committee
- Organise umpire rosters (allocations) and maintain records
- Co-ordinate training, development and management of umpires
- Seek umpiring candidates and promote umpiring pathway for 13&U and older player
- Disseminate information to umpires regarding courses and seminars and provide umpire coaching where possible
- Identify and organise the training and education opportunities for umpires
- Liaise with Netball Vic regarding umpire courses/clinics/accreditation
- Foster the growth and raise the standards of umpires
- Work with the Secretary to maintain records of umpiring services and accreditation
- Liaise with Treasurer in formulating a Budget anticipating cost of umpire accreditations/game payments
- Promote pathway for umpires to become assistant coaches
- Be the contact person on game day for umpire related matters
- Liaise with Parkville Umpire Coordinators for umpire feedback
- Source and provide ad hoc payments to fill in umpires as required
- Collate and check monthly umpire invoices for payment

Knowledge, Skills & Abilities

- Communicate effectively and has good interpersonal skills
- Well organised
- Able to relate to a diverse group of individuals
- Maintain confidentiality on relevant matters
- Good working knowledge of By-laws, Rules and Policies
- Positive and enthusiastic



- Ethical, honest and trustworthy

Role of the Team Manager Co-ordinator

Primary Purpose of Position

- Co-ordinate messaging between the committee and Team Managers

Key Responsibilities

- Be first point of contact for Team Managers
- Communicate with all Team Managers and report related issues to the committee
- Be familiar with the roles & responsibilities of Team Managers
- Assist Team Managers with NetballConnect or any other part of their duties

Knowledge, Skills & Abilities

- Communicate effectively and has good interpersonal skills
- Maintain confidentiality on relevant matters
- Good working knowledge of By-laws, Rules and Policies
- Positive and enthusiastic
- Ethical, honest and trustworthy

Role of the Complaints Officer

Primary Purpose of Position

- Ensure prompt resolution of both written and oral complaints in accordance with appropriate policy

Key Responsibilities

- Ensure that information about how and where to complain is kept up to date and made available and that the information is in line with the Complaints Handling Policy of the Association/Club
- Acknowledge complaints in a timely manner, address complaints promptly and keep



the complainant informed throughout the process

- Afford the principles of natural justice to both parties when investigating a complaint
- Clarify the key issues if the complaint with the complainant
- Declare any actual or potential conflicts of interest
- Act without bias, reach conclusions and form views on the facts of the case, taking into account matters that are relevant and not those irrelevant
- Consult with people within the Association/Club who have experience relevant to the issue

Give reasons for any decisions made, any changes that have resulted from the complainant and details of any remedy

- Keeping all information relating to the issue/parties involved confidential
- Ensure all responses and outcomes are recorded, filed and reported to the committee to assist with best practice and continuous improvement on complaint handling procedures

Knowledge, Skills & Abilities

- Good interpersonal and communication skills
- Able to understand and disseminate the information to the members about association policies
- Able to keep and maintain accurate records
- Able to work in a logical and orderly manner
- Has a good working knowledge of all Netball Victoria's Policies and Regulations and the organisations constitution and bylaws
- Demonstrate initiative and ability to work in an autonomous manner
- Excellent critical-thinking and decision-making skills
- Demonstrates the ability to respect privacy and maintain confidentiality
- Ethical, honest and trustworthy
- The ability to investigate and decide if a complaint can be substantiated
- Sympathetic and empathetic



Role of the Uniform Co-ordinator

Primary Purpose of Position

- Manage uniform stock, ordering and distribution

Key Responsibilities

PARTICIPANT UNIFORMS

- Coordinate uniform sales between netball participants and supplier using online portal - biannually. Supplier to provide portal dates & delivery times, initiated by the uniform coordinator. Portals should be set up in May for Spring season (semester 2) and November for Autumn season (semester 1)
- Supply CALD (culturally and linguistically disadvantaged) families with 2nd-hand dresses FREE
- Supply 2nd hand uniforms to participants joining mid-season – until they can purchase using online portal. They should return dresses once they have received portal orders
- Set up pop up shop for new development teams (refer to UNIFORM POP UP SHOP file for what is required).
- Supply hijabs to players of Muslim faith (and keep track of families so hijabs can be returned if decide not to continue with netball).
- Follow up dates/ emails/ correspondence with Supplier
- Keep a stocktake after 'pop up' shops to know what stock we have on hand

COACH UNIFORMS

- Order coach polos & outerwear annually (January-February) – club pays for coach's short sleeve polo and outer garment (hoodie OR track jacket OR puffer sideline jacket). Applicable to NEW coaches only. Established coaches should already be fully kitted out.
- If a coach is no longer coaching, request for return of their uniform.

OTHER INFORMATION



- Need to have enough smaller size stock for development squad ready to start. If we don't have enough stock, use 2nd hand dresses. Then ask participants to return 2nd dresses once they receive their portal orders.
- Use supporting documents for Uniform coordinator role – Pricing POS (point of sale), sock sizing, Pop Up shop requirements, uniform portal requirements, price list, stocktake sheet
- Take responsibility of Square and liaise with Treasurer.

Knowledge, Skills & Abilities

- Interpersonal and oral communication skills including the ability to effectively liaise with players, coaches and administrators
- Organisational skills
- Demonstrate initiative and ability to work in an autonomous manner
- Able to keep good records and work in a logical manner
- Ethical, honest and trustworthy

Role of the Welcoming Officer

Primary Purpose of Position

- Be a welcoming and positive influence at the club, seeking to promote netball in the community and assist new players to join, particularly those from culturally & linguistically diverse backgrounds.

Key Responsibilities

- Be proactive in encouraging underrepresented groups and diverse communities to join the club
- Support individuals and families from underrepresented communities when they enquire and/or join
- Be approachable and visible for new members and their families
- Ensure KJNC is aware of and compliant with relevant Netball Australia, Netball Victoria Inclusion Policies, etc



Knowledge, Skills & Abilities

- Good people skills
- Sincere & respectful and treat everyone equally and fairly
- Good communicator and listener
- Interested in growing participation at the organisation
- Able to build relationships with service providers, social workers, council employees who work with newly arrived communities

Role of the Player Development Co-ordinator

Primary Purpose of Position

- Manage and promote players along high-performance pathways, such as the Parkville Representative Netball competition

Key Responsibilities

- Develop knowledge of players who may desire to pursue a high-performance pathway by observing games & communicating with coaches
- Inform families in advance of relevant events such as Parkville Rep tryouts, and help them engage with such events, including management on the day
- Be first point of contact for families of players interested in pursuing a high-performance pathway
- Each year, lead the grading of players (usually 13&Us and above) and assist with the allocating of players to teams
- Report relevant activity to the committee

Knowledge, Skills & Abilities

- Can communicate effectively and has good interpersonal skills
- Positive and enthusiastic
- Well organised and able to work in an orderly manner
- Be able to relate to a diverse group of individuals
- Can maintain confidentiality on relevant matters
- Ethical, honest and trustworthy
- Hold a minimum of Development Coaching Accreditation



Role of the Venue Manager

Primary Purpose of Position

- Manage bookings & leases at venues hired by the club for netball training

Key Responsibilities

- Maintain a spreadsheet detailing which teams train at which venues on which times/days.
- Ensure bookings and leases for training venues are made, especially at the end of the year for the next year
- Liaise with the President to obtain any necessary supporting documentation such as Insurance Certificate of Currency
- Liaise with the Teams Formation Subcommittee in order to secure desired venue bookings for the next season
- Be first point of contact for venue-related issues, and facilitate communications between venue and relevant coaches
- Report relevant activity to the committee

Knowledge, Skills & Abilities

- Can communicate effectively and has good interpersonal skills
- Able to respond to email on a daily basis
- Well organised and able to work in an orderly manner
- Can maintain confidentiality on relevant matters
- Ethical, honest and trustworthy

Role of the Equipment Co-ordinator

Primary Purpose of Position

- Facilitate the acquisition & distribution of equipment to coaches; primarily the Team Kit



Key Responsibilities

- Liaise with the committee / Coach Co-ordinator to establish the composition of the Team Kit
- Before each season, contact coaches to inform them of the list of equipment they should have, and seek orders for any new desired equipment
- Source competitive pricing and order equipment
- Distribute equipment to coaches
- Collect unneeded equipment from coaches and dispose as necessary
- Be first point of contact for equipment queries from coaches
- Report relevant activity to the committee

Knowledge, Skills & Abilities

- Can communicate effectively and has good interpersonal skills
- Well organised and able to work in an orderly manner
- Ethical, honest and trustworthy



Child Safety Standards Induction Pack

Last updated: 5 August, 2024

Staff and volunteers must be appropriately inducted into their roles at KJNC so you understand your responsibilities to children and how to create a safe environment for them.

At KJNC a child safe culture is championed and modelled at all levels and is understood to be the responsibility of everyone in our netball community.

KJNC adopts and supports the following Netball Victoria Commitment to Child Safety.

Netball Victoria Commitment to Safeguarding Children & Young People

Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care.

Netball Victoria is committed to promoting and protecting the rights of children, and preventing abuse from occurring by fostering a culture where children feel safe and empowered.

We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.

Child Safety in Netball Code of Conduct

The Child Safety in Netball Code of Conduct (Code) outlines the expected behaviour for interactions within Netball in Victoria and aligns with the Child Safety in Netball Policy (Policy). The primary aim of the Code is to protect and safeguard Children and Young People.

All people involved in Netball should:

- Provide a safe environment for Children and Young People in Netball



and comply with this Code.

- Ensure that any physical contact with others is appropriate to the situation and necessary for the person's skill development within Netball.
- Refrain from intimate relations with persons with whom you have a position of authority over.
- Report breaches of the Policy or the Code to the appropriate Person(s) in a Position Responsibility and of Authority.

This Code is to be followed at all times by all Members and all people involved in any way with Netball and includes the following items:

- Positive Guidance
- Adhering to Role Boundaries
- WWCC
- Use of language and tone of voice
- Supervision of young people
- Use of electronic communications
- Giving gifts to children and young people
- Photographs of children and young people
- Physical contact with children and young people
- Sexual misconduct and relationships
- Change room arrangements
- Use, possession or supply of alcohol or drugs
- Transporting Children

To read more information about each of these topics [click here](#) to download the Code of Conduct.

Child Safety in Netball Policy

This Child Safety in Netball policy (Policy) aims to assist NV in creating a safe and positive environment for everyone participating in NV's activities. The Policy sets out NV's commitment to the protection of Children and Young People, as well as outlining the types of behaviour expected from those bound by the Policy.

The Policy consists of the following Parts:

- Part 1: Introduction and Framework;



KJNC – Staff & Volunteer Guide

- Part 2: NV's Child Protection Commitment Statement;
- Part 3: NV's Complaint Procedures; and
- Part 4: Definitions.
 - To view the NV Child Safety in Netball Policy [Click Here](#)
 - To view the NV Child Safety in Netball Policy User Guide [Click Here](#)

Child Safety in Netball Complaints Process

Where a complaint, incident or matter arises which may be dealt with under this Child Safety in Netball Policy (Policy), then it is to be resolved in accordance with the processes in this Policy, to the exclusion of all other NV disciplinary or grievance policies or processes.

For the avoidance of doubt, this means that where a complaint relates to Child Safety and falls within the scope of this Policy, this Policy will prevail and any such complaint shall be dealt with in accordance with this Policy and not the NV Member Protection Policy (or any other NV policy).

- To View the Child Safety Reporting Flowchart - Involving Child Abuse [Click Here](#)
- To View the Child Safety Reporting Flowchart - NOT Involving Child Abuse [Click Here](#)
- To view Compliant Management Tips and Scripts [Click Here](#)
- To view the Netball Victoria Child Safety Policy - Case Management Guidance [Click Here](#)

Other Resources

NV Child Safeguarding Resource Hub: <https://vic.netball.com.au/child-safety-netball>

Commission for Children & Young People: <https://ccyp.vic.gov.au/resources/>

Sport & Recreation Fair Play Code: <https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code>

Department of Health & Human Services – Child Protection: <https://services.dffh.vic.gov.au/child-protection-contacts>



Education & Training

All adult volunteers – including coaches, team managers, and committee members – must have undergone some level of online Child Safety training.

Junior coaches may *optionally* complete a course, with the permission and involvement of their parents or guardians.

As of 2025, you have three options:

OPTION A: Netball Australia recently added a Child Safety module to all coach training at <https://learning.netball.com.au>. So if you complete any of the regular courses, such as Foundation or Development Coaching, you will also complete a Child Safety course.

OPTION B: If you've undergone Child Safety training as part of your current employment – e.g. you're a school teacher – you may provide details to the club, and not complete any additional training.

OPTION C: The below course was required by KJNC prior to the release of the Netball Australia course above. It remains a good course, and you may complete it instead of the options above if you prefer.

Play By the Rules – Child Protection Online Training

Online, free, 30 minutes

<https://www.playbytherules.net.au/got-an-issue/community-child-safe-sport/safeguarding-children-and-young-people-in-sport-induction-course>

If you'd like additional information or training, more Child Safety Webinars can be found here: <https://vic.netball.com.au/child-safeguarding-training>

Volunteer Checklist

Each season, you must complete a checklist to confirm your understanding of and agreement to Child Safety standards and other club policies.



This is mandatory for all staff and volunteers, including coaches, team managers, and committee members.

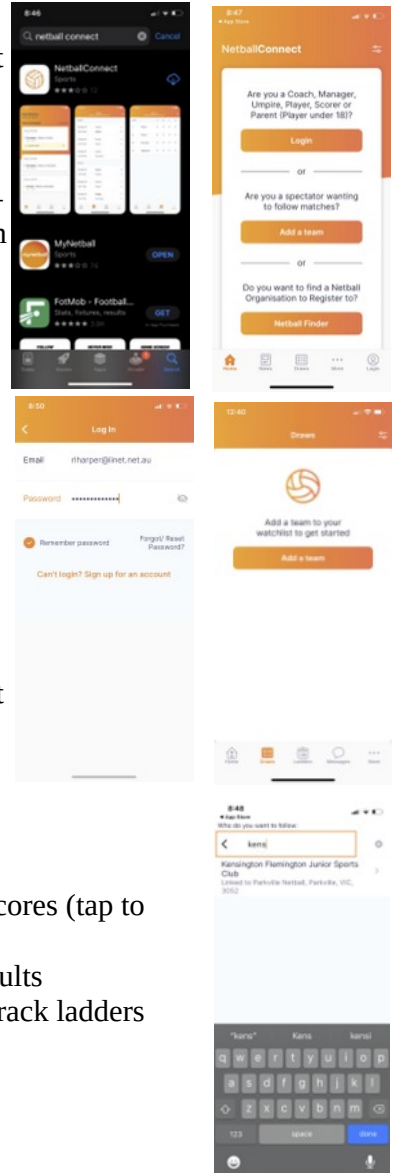
See the link at the start of this document under **“Prerequisites.”**



NetballConnect

For All Parents: Downloading & Setting Up NetballConnect

- 1) Visit your device's App Store and search for **NetballConnect** and download. Don't download MyNetball – that's the old app, no longer in use.
- 2) Open the app. When asked to accept Notifications, we recommend you agree – this will include information updates from the club.
- 3) If you're new to the app, you'll need to tap "**Login**" underneath "Are you a Coach, Manager, Umpire, Scorer or Parent (Player under 18)?" Enter the same login details you used to register at the start of the season.
- 4) Tap **Draws** at the bottom of the landing screen.
- 5) Tap **Add a team**, then start to type **Kensington** and tap *Kensington Flemington Junior Sports Club* when it appears.
- 6) You should now see a list of teams. Select the one(s) you want to follow by tapping them. You may need to scroll to see all teams. When you're finished, tap **Done**, then **Done** again.
- 7) You're now setup to view:
 - **Home** – upcoming games, Live scores (tap to view), News
 - **Draws** – all times, courts, and results
 - **Ladders** – for competitions that track ladders
 - Messages – not currently in use





NetballConnect for Team Managers, Scorers & Coaches

[Netball Victoria's guide](#) covers how to:

- Assign a scorer before each home game
- Complete player attendance on match day
- Borrow a player from another team
- Score a game (including correcting mistakes)



Key Information

Netball Victoria (NV)

<https://vic.netball.com.au/>

Kensington Junior Netball Club (KJNC)

<https://www.kfjsc.com.au/netball/>

Kensington Flemington Junior Sports Club (KFJSC)

<https://www.kfjsc.com.au/general-policies/> including:

- Rules of the Association
- Codes of conduct
- Gender respect and responsibility
- Team and player selection
- Team grading

Parkville Netball

<https://parkvillenetball.wixsite.com/parkville> including:

- [Codes of Behaviour](#)
- [2025 By-Laws](#)
- [Policies & Forms](#)

Contributors

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