

### **1.1 Overall Purpose**

Reporting into the Head of Coaching & Development & President, this full-time position, of approx. 35 hours per week is to support the *Head of Netball Development* in the delivery of the Development and Grassroots coaching programs and provide support in the delivery of the new programs.

### **1.2 Roles and Responsibilities**

#### **Grassroots, Schools and Coach Programs**

- Work with Head of Coaching & Development to develop a program targeting Primary schools and set up a pathway for these schools and students. To help in delivering these programs and to contact schools and promote the program to the teachers and help in organizing the logistics of the program.
- School Sports and Promotion Programs: assist in co-coordinating casual coach rosters, record attendance and advise payroll. This includes contacting and liaising with the schools involved and organize the logistics of the program. Help Head of Coaching with administration of developing training schedules for coaches, and oversee equipment supplies required to deliver programs effectively.
- Manage program equipment / kit stock in HKNA Head office store-room.
- LCSD Training Program: assist Head of Netball Development with the delivery, administration and organization of these training events. Assist Admin Assistant with registration & payments of attendees.

#### **Coach Training Courses**

- Assist Head of Netball Development with the administration of coach training courses, equipment, course materials and promotions.
- Answer general enquiries regarding the coaching programs.
- Provide general administrative support to the Head of Netball Development, maintain records and receipts of expenses.

#### **Hong Kong Coaching Committee Code of Conduct**

- Coaches serve a number of important roles such as teacher, role model, mentor, guardian, and trainer. Good coaches provide athletes with positive experiences in sports participation and help nurture sportsmanship. In order to ensure the quality of coaches, the Hong Kong Coaching Committee has formulated a Code of Conduct for coaches to follow.

## **Tournaments & New Projects**

- Organize annual weekend netball festival
- Assist the tournament convener with the coordination of Hong Kong Singapore Cup in 2018-19
- In conjunction with the League Convener organize & coordination of Hong Kong Junior League administration & Umpiring
- Provide support to the Hong Kong Umpiring Committee with League & Umpiring Administration.
- Assist in the organization of additional programs approved by LCSD in the near future

Apply in writing on / before 16<sup>th</sup> October 2017 with full resume to **Hong Kong Netball Association** and/or by email at **hkna@hkolympic.org**

Information provided will be treated in strict confidential and only be used for recruitment related purposes.