Caloundra
DISTRICT NETBALL ASSOCIATION

LITTLE NETTY & NET PROGRAM COORDINATORS

DECEMBER 2, 2025

CALOUNDRA DISTRICT NETBALL ASSOCIATION

NORTH STREET, GOLDEN BEACH Q 4551

LITTLE NETTY'S PROGRAM COORDINATOR

Position Type:	Volunteer Subcommittee Member
Hours:	Approximately 1-2 hours per week leading up to and during the program
Reports to:	CDNA Executive and members of the association

TERM	
Commencement Date:	General Meeting in the year of election or appointment
Time Frame:	Must be available for a one-year term

KEY OBJECTIVES – ROLES AND RESPONSIBILITES

KEY OBJECTIVE

To ensure the professional management of the Little Netty Program of the association, and the registration of these members to the association.

KEY ROLES AND RESPONSIBILITIES

- Abide by the Constitution, By-Laws, Policies and Codes of Behaviour of the Association at all times and those of our governing bodies.
- Attend Open Day
- To act honestly and in the best interest of the association and exercise care, skill and diligence in carrying out this role Perform other related activities as determined by the CDNA Executive
- To Coordinate & act as Head coach for the Little Netty program (3 & 4year old's) during winter season
- In conjunction with the Junior Registrar and Association Administrator, review season dates and book in the 10-week Little Netty Program
- Submit equipment purchases to Executive for approval
- Implement and supervise skill-based activities, minor games, and modified match play that will help them develop fundamental movement skills, as well as important social skills.
- Arrive at courts prior to commencement time to ensure the setting up of equipment, the briefing of coaches and their assigned station and to assist with the signing in of participants.
- Collecting all equipment from CDNA Office or storage facility and retaining same for the duration of the program if required. Return equipment to the CDNA Office or storage facility once program is completed.
- Coordinate assistance from Junior Representative volunteers.
- Communicate with participants via email, advising on dates and other information required for the program.
- Organise the end of program break-up
- Disseminate information to participants, after the program, regarding any further available programs, or information on NET Program offered for 5-6years.
- Maintain Little Netty email inbox
- Provide a report for the annual report

Liaise with the Association Administrator:

- regarding registration set up, fees and reporting
- Develop a final list of participants and their contact details.
- update, maintain social media and webpage content pertaining to Little Netty Program information.

QUALIFICATION REQUIREMENTS
• Hold a current blue card or exemption, or willing to apply for a current volunteer "working with children" check • Agree to undergo a criminal history check as per Netball Queensland's affiliation requirements • Sign a confidentially agreement • Must be a registered member of Netball Queensland • Minimum Foundation Level coaching accreditation (Development preferred). • Current first aid certificate recommended
SKILL REQUIREMENTS AND RELEVANT EXPERIENCE
• Coaching experience and minimum of Foundation Coaching accreditation (Development or working towards, preferred) • Excellent communication and interpersonal skills • Sound knowledge of and experience netball coaching • Enthusiasm for development • Excellent leadership skills • Competent computer skills – Netball Connect and Microsoft Office • A sound knowledge of the netball rules, the Associations Policies and Procedures, Constitution, By-Laws, Netball Australia Member Protection Policy, Codes of Behaviour & Risk Management guidelines. • The ability to separate personal and club interests and association matters, and act in the best interests of the association at all times whilst in the assigned role
INTERATION: The position will be expected to interact with the following key stakeholders and individual positions:
CDNA Executive Association subcommittees and working groups CDNA Employees CDNA Representative Players Affiliated teams, clubs and their members Other association personnel General public Netball Queensland

NET PROGRAM COORDINATOR

Position Type:	Volunteer Subcommittee Member
Hours:	Approximately 1-2 hours per week leading up to and during the program
Reports to:	CDNA Executive and members of the association

TERM	
Commencement Date:	General Meeting in the year of election or appointment
Time Frame:	Must be available for a one-year term

KEY OBJECTIVES – ROLES AND RESPONSIBILITES

KEY OBJECTIVE

To ensure the professional management of the NET Program of the association, and the registration of these members to the association.

KEY ROLES AND RESPONSIBILITIES

- Abide by the Constitution, By-Laws, Policies and Codes of Behaviour of the Association at all times and those of our governing bodies.
- Attend Open Day
- To act honestly and in the best interest of the association and exercise care, skill and diligence in carrying out this role Perform other related activities as determined by the CDNA Executive
- To Coordinate & act as Head coach for the NET program (5 & 6 year old's) during winter season
- In conjunction with the Junior Registrar and Association Administrator, review season dates and book in the 10-week NET Program
- Submit equipment purchases to Executive for approval
- Implement and supervise skill-based activities, minor games, and modified match play that will help them develop fundamental movement skills, as well as important social skills.
- Arrive at courts prior to commencement time to ensure the setting up of equipment, the briefing of coaches and their assigned station and to assist with the signing in of participants.
- Collecting all equipment from CDNA Office or storage facility and retaining same for the duration of the program if required. Return equipment to the CDNA Office or storage facility once program is completed.
- Coordinate assistance from Junior Representative volunteers.
- Communicate with participants via email, advising on dates and other information required for the program.
- Organise the end of program break-up
- Disseminate information to participants, after the program, regarding any further available programs, or information on whether they are required to join a club in the following year (i.e., if turning 7yrs of age the following year).
- Maintain NSG email inbox
- Provide a report for the annual report

Liaise with the Association Administrator:

- regarding registration set up, fees and reporting
- Develop a final list of participants and their contact details.
- update, maintain social media and webpage content pertaining to NET Program information.

QUALIFICATION REQUIREMENTS

- Hold a current blue card or exemption, or willing to apply for a current volunteer "working with children" check
- Agree to undergo a criminal history check as per Netball Queensland's affiliation requirements
- Sign a confidentially agreement
- Must be a registered member of Netball Queensland
- Minimum Foundation Level coaching accreditation (Development preferred).
- Current first aid certificate recommended

SKILL REQUIREMENTS AND RELEVANT EXPERIENCE

- Coaching experience and minimum of Foundation Coaching accreditation (Development or working towards, preferred)
- Excellent communication and interpersonal skills
- Sound knowledge of and experience netball coaching
- Enthusiasm for development
- Excellent leadership skills
- Competent computer skills – Netball Connect and Microsoft Office
- A sound knowledge of the netball rules, the Associations Policies and Procedures, Constitution, By-Laws, Netball Australia Member Protection Policy, Codes of Behaviour & Risk Management guidelines.
- The ability to separate personal and club interests and association matters, and act in the best interests of the association at all times whilst in the assigned role

INTERATION: The position will be expected to interact with the following key stakeholders and individual positions:

CDNA Executive Association subcommittees and working groups CDNA Employees CDNA Representative Players	Affiliated teams, clubs and their members Other association personnel General public Netball Queensland