



McDonalds Ballarat Football Netball League Inc

Position Description – Netball Coordinator

Ballarat Football Netball League (BFNL)

Position Overview

The Netball Coordinator is responsible for the management, coordination, and development of all netball operations within the Ballarat Football Netball League (BFNL), covering senior and junior competitions.

This position oversees administration of competitions, compliance, fixtures, player registrations, clearances, finals series, and stakeholder engagement to ensure the professional and effective delivery of all netball programs.

The Netball Coordinator works closely with the General Manager, Football/Operations Manager, and League staff to ensure the successful operation of the League's netball programs, contributing to the growth, integrity, and sustainability of the BFNL netball competitions.

The Netball Coordinator will attend regular meetings with the General Manager and attend Board meetings as required to provide updates on competitions, compliance, and strategic initiatives.

Key Responsibilities

1. Netball Operations (Senior & Junior)

- Manage and oversee the day-to-day operations of all BFNL netball competitions.
- Manage and monitor the registration and clearance system in line with Netball Victoria and BFNL policies.
- Oversee the player registration process, ensuring compliance and accuracy of data.
- Manage club expectations and provide advice on operational, administrative, and competition matters.
- Assist in the development and onboarding of new clubs entering the BFNL netball competition structure.
- Assisting with managing annual fixtures for all grades of netball and football, ensuring competitive balance and scheduling efficiency.
- Organise netball finals series arrangements, including venue hire, match operations, and logistics.

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- Assist in the monitoring of netball player points compliance.
- Support the development and implementation of plans to ensure successful commencement of each playing season.
- Assist with all BFN functions, award ceremonies, and presentations as required.
- Manage league votes, including preparation of spreadsheets, collection of voting data, and verification of counts for all netball grades and competitions.
- Administer regular Netball Coordinator meetings, including preparing agendas, facilitating discussions, documenting minutes, and following up on actions.
- Ensure the BFN and affiliated clubs remain compliant with League By-Laws, rules, and Netball Victoria regulations.

2. Competition Fixturing & Management

- Develop and maintain annual fixtures for all netball competitions in collaboration with the General Manager and Football/Operations Manager.
- Manage scheduling requests, venue availability, and special conditions to ensure operational fairness.
- Monitor match-day operations and ensure clubs comply with match regulations and League procedures.

3. Finals Series Preparation & Management

- Oversee the planning, scheduling, and delivery of all netball finals series across BFN competitions.
- Coordinate ground availability, staffing, and logistics.
- Liaise with host clubs, councils, and contractors to ensure all venues meet operational, safety, and presentation standards.

4. Sponsorship & Corporate Liaison

- Maintain awareness of all netball-related sponsorship arrangements and ensure deliverables are met.

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- Support the General Manager in securing new sponsorships and promotional partnerships.
- Assist in the activation of netball sponsorships at events, finals, and representative programs.

5. Social Media & Communications

- In conjunction with the League's media partners, promote netball activities, competitions, and key events.
- Provide accurate information for BFN media releases, publications, and social media content.
- Ensure all netball-related communications align with League policies, branding, and professionalism standards.
- Support website updates with current information, fixtures, rules, results, and operational manuals.

6. Footy Mart Management

- Manage club orders for apparel, equipment, and other activities via Footy Mart Ballarat, in collaboration with other BFN staff.

7. Financial Management

- Maintain awareness of financial budgets related to netball operations.
- Assist in the preparation and monitoring of annual financial budgets and reports.
- Support the management of netball-related income and expenditure, including finals and representative programs.

8. Netball Victoria & Neighbouring Leagues Liaison

- Maintain communication with Netball Victoria regarding ongoing netball matters.
- Monitor communications from Netball Victoria and ensure BFN remains up to date with policy or regulatory changes.
- Maintain strong relationships with neighbouring leagues to promote collaboration, knowledge sharing, and regional growth opportunities.

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9. BFNFL Board Support

- Work with the BFNFL Board to ensure members are informed of current issues and that Board decisions are implemented.
- Assist with the development, review, and implementation of League By-Laws, policies, and governance frameworks relating to netball.

10. Representative Netball Programs

- Coordinate the planning and delivery of all BFNFL representative netball programs, including championship and development squads.
- Assist in the appointment of coaches for representative teams in consultation with the General Manager and Board.
- Manage player nomination and trial processes, including communication with clubs, scheduling, and venue arrangements.
- Oversee player selection procedures in line with League policies and Netball Victoria guidelines.
- Coordinate logistics for representative programs, including training schedules, venues, travel, uniforms, and equipment.
- Support player development initiatives, workshops, and pathways in collaboration with Netball Victoria and other stakeholders.
- Maintain records of representative player participation, results, and feedback for reporting and program evaluation.
- Liaise with clubs, coaches, parents, and players to ensure transparent and professional administration of all representative programs.
- Organise umpires for trials.

11. Umpire Rostering & Finals Series Management

- Plan and roster umpires for all BFNFL netball finals series matches.
- Communicate directly with umpiring staff regarding assignments, schedules, and expectations.
- Coordinate venue details, match times, and any special arrangements for finals matches.

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- Liaise with the General Manager to ensure accurate recording and timely processing of umpire payments.
- Maintain records of umpire attendance, assignments, and payments for reporting and reconciliation purposes.
- Address umpire queries, conflicts, or rescheduling requests to ensure smooth finals operations

12. General Administration

- Assist the General Manager with administrative tasks as required.
- Provide support with correspondence, reporting, and documentation across football programs.
- Help maintain records, spreadsheets, and operational files.
- Attend meetings and prepare agendas, minutes, and reports for netball or League-related activities when required.

Key Relationships

Internal:

- General Manager (regular meetings and updates)
- BFN Board of Directors (attendance at meetings as required)
- Football Manager
- BFLW Coordinator
- League Staff and Contractors
- Club Presidents, Secretaries, and Netball Managers

External:

- Netball Victoria
- Local Government Authorities
- Sponsors and Partners
- Media and Community Stakeholders
- Neighbouring Leagues

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Key Skills and Attributes

- Strong knowledge of community netball operations and governance.
- Proven ability to manage competitions, fixtures, match-day logistics, and compliance.
- Experience managing league votes and preparing accurate vote counts.
- Experience running committee/Coordinator meetings, including agendas, minutes, and follow-up actions.
- Excellent communication and relationship management skills with diverse stakeholders.
- Ability to interpret and apply League rules, regulations, and policies.
- Sound administrative and organisational skills with strong attention to detail.
- High level of professionalism, integrity, and commitment to community sport.
- Capacity to manage competing priorities in a fast-paced environment.

Qualifications & Experience

- Experience in netball or sports administration, preferably at League or Club level.
- Familiarity with Netball Victoria systems and competition management processes.
- Demonstrated experience in competition management, stakeholder engagement, vote administration, event coordination, and meeting management.
- Understanding of community sport governance, compliance, and policy frameworks.
- Relevant tertiary qualification in Sports Management, Business, or related field (desirable).

Reports To:

General Manager – Ballarat Football Netball League

Direct Reports:

Nil (works collaboratively with League staff, contractors, and volunteers)

Location:

Saxon House, Ballarat

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Employment Type:

Part Time – 3 Days however over August and September this role becomes full time.

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