



Position	Representative Coordinator
Accountable to	Ballina Netball Association Committee
Elected by	Members at the AGM
Term	One year elected term
Time commitment	Approx. 10–15 hours per week during peak representative periods, variable throughout the year
Remuneration	Volunteer position

Purpose & strategic contribution: The Representative Coordinator leads and coordinates Ballina Netball Association’s representative program, providing a structured, positive and development-focused pathway for players, coaches and team officials.

The position oversees the planning, administration and delivery of the representative program from trials and team formation through to carnivals and State Titles, ensuring teams are well supported and the program operates consistently with BNA expectations, policies and development priorities.

Key responsibilities:

Representative Program Planning & Leadership

- Lead the planning and delivery of BNA’s annual representative program.
- Develop and maintain the representative season calendar, including trials, training, carnivals, development activities and State Titles.
- Coordinate implementation of BNA representative policies, procedures and program expectations.
- Provide regular representative program updates to the Committee.
- Identify opportunities to strengthen player, coach and team development within the representative pathway.
- Review the representative program annually and recommend improvements to the Committee.

Player Selection & Team Formation

- Coordinate player Expressions of Interest, nominations and trial registrations.
- Plan and coordinate representative trials and selection processes in accordance with approved BNA selection procedures.
- Coordinate selectors, trial schedules, player groupings and selection-day requirements.
- Ensure selection processes are appropriately documented and communicated.
- Coordinate notification of selection outcomes.
- Maintain representative team lists and relevant player records.
- Coordinate any subsequent player replacement or team changes in accordance with BNA procedures.

Coaches, Managers & Team Officials

- Coordinate the recruitment, application and appointment processes for representative coaches and managers.
- Work collaboratively with the Coaching Coordinator regarding coach suitability, accreditation, development and support.
- Coordinate allocation of appointed officials to representative teams.
- Provide coaches and managers with clear program expectations, responsibilities, timelines and information.
- Act as the primary BNA contact for representative coaches and managers.
- Conduct or coordinate representative officials' meetings throughout the season.
- Support coaches and managers with program-level issues and escalate significant matters where required.

Representative Registration & Administration

- Set up and maintain representative registrations and associated records in PlayHQ.
- Administer player, coach and team official registrations for the representative program.
- Process representative player transfers, clearances and registration changes where required.
- Check representative registration, eligibility and affiliation requirements.
- Maintain accurate representative player, team and official records.
- Complete team entries for carnivals, competitions and State Titles within required deadlines.
- Liaise with Netball NSW and carnival organisers regarding representative registrations, entries and administrative requirements.
- Maintain required representative documentation and records throughout the season.

Trainings, Carnivals & State Titles

- Coordinate representative training schedules and venue requirements.
- Coordinate BNA participation in selected representative carnivals.
- Manage carnival nominations, entries, deadlines and program requirements.
- Coordinate State Titles entries and Association requirements.
- Coordinate travel, accommodation and transport arrangements where applicable.
- Coordinate representative uniforms, equipment and team requirements with relevant suppliers/Committee members.
- Ensure coaches, managers, players and families receive required event information within appropriate timeframes.
- Coordinate BNA's operational requirements at representative carnivals and State Titles.

Player, Parent & Program Communication

- Coordinate representative program communication with players, parents, coaches and managers.
- Communicate key dates, expectations, fees, travel arrangements and program requirements.
- Establish and maintain appropriate team communication channels.
- Ensure representative policies, codes of conduct and expectations are clearly communicated.
- Support coaches and managers in maintaining consistent communication with families.
- Refer formal complaints, disciplinary matters or significant wellbeing concerns through BNA's approved processes.

Program Culture, Development & Wellbeing

- Promote a positive, inclusive and development-focused representative environment.
- Support consistent expectations across all BNA representative teams.
- Promote player responsibility, resilience, teamwork and positive conduct.
- Support coaches and managers to provide appropriate player development and feedback.
- Monitor the overall experience of players and team officials throughout the season.
- Identify emerging program-level concerns and coordinate appropriate responses with the Executive Committee.

Financial Coordination

- Work with the Treasurer to develop the annual representative program budget and proposed player fees.
- Identify expected costs relating to carnivals, State Titles, travel, accommodation, uniforms and program delivery.
- Monitor program activities against the approved budget in consultation with the Treasurer.
- Provide the Treasurer with accurate information required for invoices, payments and financial reporting.
- Ensure financial commitments are approved in accordance with BNA's financial procedures.

Key relationships:

Internal

- President and Executive Committee
- Treasurer
- Coaching Coordinator
- Umpire Development & Wellbeing Coordinator
- Publicity Officer
- Representative Coaches and Managers
- Representative Players and Families

External

- Netball NSW
- Other Netball Associations
- Carnival organisers
- Accommodation and transport providers
- Uniform and equipment suppliers
- Relevant venues and service providers

Knowledge, skills and attributes:

- Strong organisational and program-management skills.
- Strong understanding of representative netball and player development.
- Ability to plan and coordinate multiple teams, events and deadlines.
- Effective written and verbal communication.
- Strong interpersonal and relationship-management skills.
- Ability to work collaboratively with coaches, managers, players and families.
- Sound judgement and problem-solving skills.
- Ability to manage sensitive matters professionally and appropriately.
- Strong digital administration and record-management skills.
- Understanding of selection processes, representative pathways and competition requirements.
- Ability to delegate and coordinate volunteers effectively.
- Commitment to positive player experiences, development and wellbeing.
- Confidentiality, discretion and professionalism.

Annual responsibilities:

General business

- Attend Committee meetings and provide representative program reports.
- Maintain representative records, policies, calendars and documentation.
- Liaise with Netball NSW regarding representative program requirements and opportunities.
- Maintain communication with representative coaches, managers and relevant Committee portfolio holders.
- Monitor emerging requirements for the following representative season.

Preseason & Selections

- Establish the representative program calendar and key deadlines.
- Coordinate coach and manager recruitment and appointment processes.
- Coordinate player EOIs, development sessions, trials and selections.
- Organise selectors, venues, trial schedules and selection administration.
- Communicate selection outcomes.
- Establish representative teams and associated records.
- Complete player and official registration requirements.
- Conduct representative player/parent and team-official information processes.
- Establish training schedules and venue arrangements.
- Confirm carnival program and State Titles requirements.

Representative Season

- Maintain regular communication with coaches, managers, players and families.
- Coordinate training, carnival and program requirements.
- Maintain registrations, team records and required entries.
- Monitor team operations and provide support to team officials.
- Coordinate uniforms, equipment, travel and accommodation requirements.
- Work with the Treasurer to monitor the representative program budget.
- Support consistent player development, culture and expectations across teams.
- Coordinate BNA participation at carnivals and State Titles.
- Address or escalate emerging program issues as required.
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Post Season

- Coordinate completion of representative program requirements.
- Gather feedback from players, coaches, managers and other relevant stakeholders where appropriate.
- Conduct an annual review of the representative program.
- Identify recommendations and priorities for the following season.
- Finalise and archive representative records.
- Support recognition of representative players, coaches, managers and officials.
- Commence planning for the following representative season where required.

Authority:

The Representative Coordinator is authorised to coordinate and administer the representative program within approved BNA policies, procedures, budgets and Committee decisions.

The position may make routine program and administrative decisions necessary for the effective delivery of the representative season.

Player selection decisions must occur through BNA's approved selection process. Significant financial commitments, policy changes, disciplinary matters, formal complaints and matters outside delegated authority must be referred to the appropriate BNA process or Committee.

Measures of success:

- Representative trials and selections are organised, transparent and completed within required timelines.
- Representative registrations, entries and records are accurate and current.
- Coaches and managers receive clear information and appropriate program support.
- Players and families receive timely and consistent communication.
- Training, carnivals, travel and State Titles requirements are effectively coordinated.

- The representative program operates within approved policies and financial parameters.
- BNA provides a positive, consistent and development-focused representative experience.
- Annual review processes result in continued improvement of the representative program.