



North Coast Academy of Sport  
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## North Coast Academy of Sport NETBALL PROGRAM STAFF APPLICATIONS 2019

### About the Academy

Established in 1989, the North Coast Academy of Sport aims to assist young athletes from the region to achieve sporting excellence. The Academy is a non-profit organisation covering a NSW coastal region extending from Laurieton to Tweed Heads. Programs in numerous sports are offered, with the Academy working closely with the relevant state and regional sporting associations.

### About the Netball Program

The Academy Netball program was established in 1990 and a major aim of the program is to assist the individual development of each athlete so that they progress further in the sport. The program is supported and endorsed by Netball NSW and will commence in December 2018 and run to October 2019 and will implement the National *Develop a Diamond Academy* Program. The program has an emphasis on providing greater skills development, strength and conditioning support and physical preparation leading to the U17 State Selection Trials in October/November 2019. If age eligible, successful athletes will need to commit to State Trials as a caveat to their selection to the squad.

The selected squad of around 24 athletes will be announced following NCAS trials on the weekend of 20-21 October 2018.

### Staffing Structure includes

Head Coach – Liz Shaw

#### Manager

Assistant Coaches

Apprentice Coaches

Umpires

Consultant Coaches may be brought in for individual sessions

### Program Structure

The program involves 10-12 days of activities which includes a number of training days as well as two tours; the Your Local Club Academy Games held on Newcastle in 12-14 April 2019 and the Academy Challenge Netball Tournament (date & venue TBC).

Proudly supported by



Office  
of Sport



Your local club

*Giving Our Athletes The Edge*

### NCAS Netball training dates

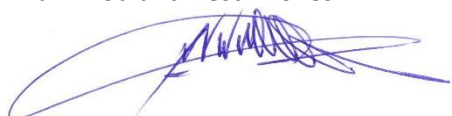
Please note the program below is indicative only and may change.

1 – 2 Dec 18	NCAS Netball Induction Camp	Grafton
3 Feb 19	Training 1	Coffs Harbour
3 Mar 19	Training 2	Grafton
7 Apr 19	Training 3	Coffs Harbour
12 – 14 Apr 19	Your Local Club Academy Games	Maitland, NSW
Jun 19 (TBC)	NCAS Academy Awards	TBC
18 Aug 19	Training 4	Coffs Harbour
1 Sep 19	Training 5	Grafton
15 Sep 19	Training 6	Grafton
Sep/Oct (TBC)	NNSW Academy Challenge	TBC
Date TBC	Your Local Club NCAS Education Program	Coffs Harbour

To contact the NCAS please phone 02-6620 3073 or email [programs@ncas.org.au](mailto:programs@ncas.org.au).

On behalf NCAS, I extend my thanks to the coaches and managers who apply for a position in the program in the hope of gaining a new and rewarding experience.

Thank You and Best Wishes



John Kincade  
Executive Director

# North Coast Academy of Sport

## POSITION DESCRIPTION



### 2019 Netball Program Manager

#### Duties of the position

The main duties of the Program Manager include:

1. Assisting in the planning and evaluation of the Netball program.
2. In conjunction with the Academy office, promote selection trials to schools and Netball associations.
3. Booking /set up of venues, accommodation, transport, catering, training equipment and consultants as required for each event.
4. Assisting in the ordering of supplies and services via the Academy office.
5. Co-ordination of clothing and uniform requirements for the squad.
6. Communication with athletes and their families either through the Academy Office, in person, by e-mail, post or telephone.
7. Working with coaching staff on matters related to the safe and efficient conduct of the program.
8. Working with the Academy office in the management of the program: Including costings and budgets.
9. In conjunction with the other program staff, Netball NSW and Academy representative, assist in developing a regional program for talented junior athletes.
10. Attend all program activities. Must be available to attend 2019 NCAS Netball Trials, Academy Games and Academy Challenge Netball Tournament (TBC).
11. Liaise with specialist consultants and guest coaches.
12. Willingness to build strong team culture

#### Qualifications, Experience and Selection Criteria

##### Highly desirable

1. Sport administration / committee experience, preferably in the sport of Netball
2. Current First aid certificate
3. Demonstrated Netball program planning and monitoring skills
4. Developed communication skills
5. Good organisational skills
6. Budgeting and accounting skills
7. Computer skills, including email.
8. Confidentiality (commitment to supporting the individual athlete with respect to the potential conflict with association/club commitments).

#### Remuneration

An annual honorarium will be paid to the manager at the completion of the program, once they have been assessed by the NCAS Executive Director as fulfilling their commitment to the program.

This amount is to help reimburse you for all incidental expenses such as fuel, phone calls, stationery, and similar incidental expenses that you have incurred in the competition of your duties.

No further claim for reimbursement of expenses can be claimed. Further information can be provided by the NCAS office upon enquiry.

### **Professional Development Support**

All coaches and managers are allocated \$200 per year to assist with any professional development expenses you have throughout the year. Please contact the NCAS Office if you have a professional development opportunity to which you would like to allocate these funds.

### **Term**

Program Managers are contracted for one program term.

### **Communications**

The Manager will be required to communicate effectively with other program staff to support the success of the program. All program staff report to the Head Coach.

The Manager may also liaise with the Academy's Executive Director and Sports Programs Manager from time to time in relation to the running of the program. The Manager is ultimately accountable to the Academy's Program Management Committee.

### **Mandatory Requirements**

All Academy program staff are obliged to satisfy Prohibited Employment Legislation requirements. All staff must hold a valid NSW Working With Children Check.

# North Coast Academy of Sport PROGRAM STAFF APPLICATION



## Netball Program 2019

### IMPORTANT NOTES

1. Applications close at **5.00pm on Friday 16<sup>th</sup> November 2018. No late applications will be accepted.**
2. It is a requirement to have fully completed applications emailed to: [programs@ncas.org.au](mailto:programs@ncas.org.au) to allow efficient distribution to selection panel members

Insert 'head and shoulders' recent photograph

### POSITION/S APPLYING FOR

Applicants may apply for one or more positions and indicate preference by numbering one or more boxes below:

Manager

### DETAILS

NAME:

POSTAL ADDRESS & P/CODE:

EMAIL ADDRESS:

PHONE: Home:

Bus:

Mob:

FAX:

Current CPR: Yes / No

Date of Birth:

Working With Children Number:

ASSOCIATION:

CLUB:

National Coach Accreditation Scheme Level:

Expiry Date:

Are you prepared to complete a Prohibited Employment Declaration Form? (Yes/No)

Brief history of playing and/or coaching experience:

### RESPONSES TO SELECTION CRITERIA

In the box below, please specifically and accurately respond to each of the numbered selection criteria for the position/s to which you are applying, to allow the selection panel to accurately assess your application. It is recommended to cut and paste the selection criteria into the box below and then provide your response after each criterion. If you wish to provide additional information not covered with your above responses, please also include in the section below:

(Expand this section space in your reply document if needed, or attach additional sheets)

What unique qualities do you think you could bring to the program?

(Expand the space in your reply document if needed, or attach additional sheets)

### REFEREES

Please provide the name, email and phone numbers of two referees that the selection panel can contact to support your application:

### DECLARATION

I ..... agree that I have provided accurate information in my application.

Signed:.....

Date:.....

### FOR FURTHER INFORMATION

D'Arcy Van den Bossche  
Sport Programs Manager, North Coast Academy of Sport  
Mobile: 0477 773 228  
Office: (02) 6620 3073  
Email: [programs@ncas.org.au](mailto:programs@ncas.org.au)

### APPLICATIONS CLOSE

Please ensure this form is completed in full and returned by e-mail to: [programs@ncas.org.au](mailto:programs@ncas.org.au) by 5.00pm Friday 16<sup>th</sup> November 2018. No late applications will be accepted.