



Sacred Heart College

65 Laings Road, Lower Hutt

JOB DESCRIPTION

Name:

Position: Netball Coordinator

Responsible to: The Principal through the Sport Director

Hours: 10 hours per week, term time only
Terms 1, 2 and 3 in 2026
Some additional hours may be required at busy times or during term breaks

Functional Relationships:

Sport Director
Sport Coordinator (General)
Sport Coaches
Hutt Valley Secondary School Netball
Community sport organisations
Parents/caregivers and wider school community
HOD Health, Physical Education and Sport

Mission Statement: Sacred Heart College inspires all students to reach their full potential through an education built on Gospel values, while providing opportunities for leadership and continuing excellence in their chosen pursuits.

Goals of the sport and active recreation programme include:

- Student self-development
- Enhancing the profile of sport and active recreation at the school, within the school and the community
- Increasing participation in sport and active recreation
- Increasing the quality of student participation in sport and active recreation
- Assisting students in gaining enjoyment from sport and active recreation
- Delivering sport and active recreation safely to students
- Catering for the different needs of all students.

Responsibilities include:

1. Primary Objective:

Coordinate the delivery of the Netball programme and extracurricular sport in the following areas:

- Administration
- Communication
- Participation
- Professional support and training
- Resource management
- Community involvement
- Promotion

2. Requirements:

- Assist with the coordination of the school's sport and active recreation programme
- Coordinate Netball at Sacred Heart College and close relationships with the Hutt Valley Netball community
- Desire to work with young people and promote sport and active recreation
- Interest in sport development
- Be familiar with and actively support the school's ethos and special Catholic character, values, charter, policies, and general goals.

3. Key Tasks – Appendix A

SIGNED _____ **Employee**

SIGNED _____ **Principal**

DATE _____

**SACRED HEART COLLEGE IS A SMOKE-FREE AND VAPE-FREE AREA AND HAS A
NO SMOKING AND NO VAPING POLICY FOR STAFF AND STUDENTS**

APPENDIX A

Key Tasks	Expected Results
1. Netball Specific	<ul style="list-style-type: none"> • Set up a netball calendar of events and maintain during the year • Update and distribute netball information letter to all registered players • Arrange Year 9 preseason session • Ensure all trialists have completed and returned trial forms • Source coaches and managers for all teams • Attend HVSSNA meetings including grading/ season wrap-up meetings when required • Attend SHC coaches' evening and distribute gear bags • Establish and implement a Development Plan for Netball at SHC for the next three years • Organise umpires for feeder schools when requested • Ensure all team lists are entered into the CSW SPORTY system by due date and maintain accurate team lists on KAMAR • Set up a database of umpires' details for weekly fixtures • Organise a booking system and timetable for training on courts • Ensure each team has an umpire each week – liaise with coaches/managers • Identify potential representative players for nomination • Ensure team lists are correct for lead up to finals • Complete CSW spreadsheets for finals day • Nominate suitable umpires for finals day • Set trial dates for the following year • Identify improvements for the for following year • Follow the school's EOTC policy and procedures.
2. Trials	<ul style="list-style-type: none"> • Organise trials for Year 9, Year 10 and Seniors including selectors, umpires, and necessary equipment • Attend trials and support selectors as required (this may involve weekends or school holidays).
3. Training and Development	<ul style="list-style-type: none"> • Upskill all student coaches and umpires • Source trainers and arrange sessions as required. • Liaise with other organisations in upskilling volunteers.
4. Active Recreation	<ul style="list-style-type: none"> • Organise lunchtime activities • Identify opportunities • Plan recreational activities accordingly • Target specific activities to increase participation
5. Sport Equipment and Uniform	<ul style="list-style-type: none"> • Arrange team bags – balls, bibs, first aid etc • Issue sport equipment and uniform to students and coaches as required • Ensure all gear is returned and accounted for • Assist with stocktaking at the end of the year • Reorder items as required.

6. Meetings, Prize Givings and other events	<ul style="list-style-type: none"> • Assist the Sport Director with Sport Awards • Assist with the annual St Mary's Exchange, Mission Cup, and Winter Tournament Weeks • Attend CSW Netball Tournaments.
7. Customer Service	<ul style="list-style-type: none"> • Prepare letters to students, parents and caregivers as required • Respond to emails in a timely manner • Deal with complaints or forward to the Sport Director as appropriate.
8. Training of Volunteers	<ul style="list-style-type: none"> • Assist with the training of volunteers