

**VOLUNTEER OPPORTUNITIES WITH NETBALL ALBERTA**  
**April, 2021**

We have three volunteer avenues for your consideration and would like to hear from you **by September 30, 2020** if you are excited by any of these opportunities:

- Become a director of the Alberta Netball Association
- Take on an administrative volunteer position which does not require board level commitment
- Serve on a subcommittee to contribute to discreet project eg strategic plan, marketing plan

The information below is intended to provide a high-level summary of the roles. Please contact Emma Wilton [president@netballalberta.com](mailto:president@netballalberta.com) for more information about any of the roles.

**1. Become a director of the Alberta Netball Association**

**The role of the Directors**

Directors are volunteers with a passion for amateur sport. Their values should align with the values of Netball Alberta and the [objects](#) of the Association. The Directors have the full power and authority to manage the business and affairs of the Association. For clarity the diagram below represents the scope of the Netball Alberta Association. The focus of the Association is one of implementing the Provincial program and supporting City based league programs.

Alberta Netball Association			City Leagues
<b>Support the business</b>	<b>Grass roots development</b>	<b>Elite Development</b>	<b>Adult programming</b>
Administration to make it happen	Youth Development Training - Junior A, B, YDS	Provincial representative teams	
Market the sport	Provincial school development	Official development	
Host provincial tournament		Coach development	

**The year ahead**

Directors of Netball Alberta could be expected to be involved in the follow priority projects in the year ahead:

- Continuing to improve the [governance](#) of the Association, through review of and amendments to bylaws, objects and policies.
- Determining an appropriate organization structure to recognize city-based leagues.
- Developing a strategic plan for the next 3–5-year cycle.
- Managing and strengthening the finances and income streams of the Association.
- Monitoring the impact of COVID-19 on programming.

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### Qualifications

A technical understanding of the game of netball is **not** required to serve as a Director of the Alberta Netball Association, with the exception of the Technical Director role. A Director does **not** need to be a member of the Association, thereby opening up the opportunity to parents of players or others who do not actively participate in netball programs.

As per the bylaws a Director must:

- Be a resident in Alberta
- Be greater than 16 year of age
- Be of sound mind
- Not have the status of bankrupt
- For some roles there is the requirement to be a Resident Canadian (citizen or landed immigrant).

An application form will be used to screen applicants against these, and position specific, requirements. In accordance with the volunteer screening policy, a police check will be required.

### Time commitment

For *most* of the positions the volunteer time commitment *on average* would be 8 hours per month, however this would vary according to the phase of the netball season. This would include attending meetings, preparing reports and fulfilling the core responsibilities of the role.

### The roles and skills

The following highlights are intended to *summarize* the directors' positions and the skills that would be beneficial to success. More information on the responsibilities of some roles is available in the bylaws, and more detailed job descriptions are available upon request.

#### Technical Director

- Develops a program for umpiring development and assessment at Provincial level and supports City leagues to implement the program.
- Works with the Head Coach to promote the development of a coaching program at the Provincial level and support City leagues to implement the program.
- Technical netball knowledge of the rules of the game, coaching principles and practices, athlete development is required. Preferably at, or working towards, Level 2 umpiring or NCCP coaching qualifications.
- Skills in communication, sport programming planning, coaching and mentoring would be an asset.

### 2. Other administrative volunteer positions

There are also other volunteering opportunities that do not require board commitment. These are highly valued and necessary for Netball Alberta administration and operations. In accordance with the volunteer screening policy, a police check will be required to fulfill these roles.

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Registration Coordinator

- Records the receipt of membership and program fees through SI Play platform, prepares reports on membership numbers.
- Follows up on late or outstanding registration or program fees.
- Assesses requests for financial assistance.
- Skills in administration, attention to detail or communication would be an asset.

Merchandise coordinator

- Manages the inventory of uniforms and sale merchandise which is kept in secure storage.
- Fulfills online orders of merchandise and sets up and runs the merchandise table at select league and tournament events.
- Skills in communication, administration or inventory management would be an asset.

Health and safety coordinator

- Advises on health and safety requirements to all Netball Alberta sanctioned activities.
  - Champions the COVID return play protocols.
  - Develops a program to ensure that responsible people are in place and appropriately trained
  - Chairs the health and safety committee.
- Skills in business administration, risk identification, health and safety experience would be an asset.

Bookkeeper

- This role is currently fulfilled by a paid third-party bookkeeper. For financial cost savings we would prefer to have this conducted by a volunteer.
- Works with the Treasurer to record financial transactions in Quickbooks.
- Hands on experience with Quickbooks, and professional bookkeeping experience is required.

**3. Project volunteers**

Alternatively, if you just want to get involved by contributing to discreet projects that suit your skills or interest then we would like to hear from. If you have skills in:

- event planning
- financial management
- organizational change
- marketing
- social media management
- communication

then we would like to hear from you! Please contact Emma Wilton [president@netballalberta.com](mailto:president@netballalberta.com)