

GLADSTONE 8-BALL ASSOCIATION INC.

JUNIOR DEVELOPMENT OFFICER POSITION DESCRIPTION

Document type	Position Description
Role	Junior Development Officer
Position type	Appointed Volunteer Position
Status	Approved

Purpose of the Role

Lead and coordinate GEBA's junior training and development activities, providing a safe, welcoming, inclusive and enjoyable pathway for young players to learn 8-ball, improve their skills, develop confidence and sportsmanship, and remain involved in the sport.

Constitutional & By-Law Authority

- GEBA Constitution 2025: Rule 3 - Objects
- GEBA Constitution 2025: Rule 20 - Management Committee functions and oversight
- 8-Ball By-Laws 2026: Clause 8.11-8.12 - Junior training
- GEBA Code of Conduct and applicable AEBF/QEBF Member Protection requirements

Key Responsibilities

- Plan, coordinate and deliver regular junior training sessions, development activities and appropriate junior competitions.
- Develop structured coaching activities including stance and fundamentals, table mapping and positional awareness, breaking, shot selection, rules knowledge and match play.
- Create development pathways suitable for beginners through to experienced junior players.
- Encourage experienced GEBA players, coaches and other suitable volunteers to assist with coaching, mentoring and practice opportunities.
- Promote sportsmanship, fair play, respectful behaviour, confidence, resilience and enjoyment of the sport.
- Seek feedback and ideas from junior players and, where appropriate, parents or guardians.
- Work with the Management Committee and Facebook Moderators to promote junior training, competitions, achievements and opportunities.
- Encourage recognition of improvement, participation, sportsmanship and achievement, not solely competition results.
- Identify opportunities for junior events, development days, social activities and tournaments, referring proposals requiring funding or formal approval to the Management Committee.
- Maintain the junior training area, equipment and displays in a tidy, safe and presentable condition and report repair or improvement needs.
- Assist juniors and families to understand relevant GEBA events, pathways, eligibility requirements, rules and opportunities.
- Support the transition and retention of junior players as they progress through GEBA competitions and into senior participation.
- Immediately refer safeguarding, conduct, disciplinary, welfare or serious behavioural concerns to the Management Committee.

Role-Specific Responsibilities

- Develop an organised program providing regular opportunities for juniors to play, practise and improve.
- Encourage mentoring and interaction with experienced players where appropriate.
- Consider proposals for junior shirts, displays and recognition initiatives, subject to Management Committee approval where required.
- Obtain Management Committee approval before introducing or publicising a trophy, memorial award or named recognition.
- Coordinate activities with the published GEBA calendar and other Association events.

Authority & Limitations

- The JDO may determine routine junior training content and session format under By-Law 8.12.
- Expenditure, sponsorship arrangements, new formal competitions, permanent awards, changes to Association policy and commitments made on behalf of GEBA require Management Committee approval where applicable.
- The JDO does not independently determine disciplinary, safeguarding, membership or Management Committee matters.

Governance & Conduct

- Act in the best interests of GEBA and its members.
- Comply with the GEBA Constitution 2025, 8-Ball By-Laws 2026, GEBA Code of Conduct, applicable Association/AEBF/QEBF policies and lawful Management Committee directions.
- Follow reasonable directions of the Management Committee and remain within the authority delegated to the role.
- Maintain confidentiality regarding information obtained through the role.
- Treat members, volunteers, officials, sponsors, affiliated organisations and members of the public respectfully and impartially.
- Place participant safety and welfare above convenience when exercising an official or administrative function.
- Avoid conflicts of interest and promptly disclose any actual or potential conflict to the Management Committee.
- Protect GEBA's reputation, property, systems, branding and information.

Appointment & Expected Commitment

- Appointed by the Management Committee and holds the position subject to the ongoing approval and direction of the Management Committee.
- This position is not a Management Committee position unless the person is separately elected or appointed to the Management Committee in accordance with the Constitution.
- Undertake the responsibilities of the role reliably and coordinate with relevant committee members and volunteers.
- Relinquish Association property, records, accounts, credentials and access promptly when requested or when leaving the role.

Reporting Relationship

Reports to the Management Committee and works collaboratively with coaches, volunteers, parents/guardians and other authorised GEBA officers as required.

Governing Documents

- GEBA Constitution 2025
- GEBA 8-Ball By-Laws 2026
- GEBA Code of Conduct
- Applicable AEBF/QEBF policies and Tournament Rules where relevant
- Directions and resolutions of the GEBA Management Committee and members, where properly made

Alignment & Approval

If there is any inconsistency between this position description and the GEBA Constitution 2025 or 8-Ball By-Laws 2026, the Constitution and By-Laws prevail to the extent applicable. The By-Laws must be read subject to the Constitution. This position description should be reviewed by the Management Committee and adopted or amended in accordance with the Association's governing documents.

Acceptance of Position Description

I acknowledge that I have read and understood this position description and agree to undertake the responsibilities of the role in accordance with the GEBA Constitution 2025, 8-Ball By-Laws 2026, GEBA Code of Conduct, applicable policies and lawful directions of the Management Committee.

Name: Destiny Smith

Signature: Destiny

Date: 13/09/2026