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| **POSITION DESCRIPTION – Association Umpire Development Officer** | |
| **Organisation:** |  |
| **Job Title:** | AUDO *(Association name)* |
| **Position Type:** | Voluntary/Paid |
| **Reports to:** | Association President |
| **Currently filled by:** |  |
| **Commencement date:** |  |
| **End date:** |  |
| **Time Commitment:** | *Approximately 10 to 15 hours per week* |
| **POSITION DETAILS** | |
| **Purpose**   * To develop the Association umpire squad and promote umpire education and accreditation within the Association | |
| **Knowledge/Skills**   * Good communication skills * Sound knowledge of the Rules of Netball * Capable of using Microsoft Excel and Word * The coordinator should preferably hold a current ‘A’ or ‘B’ grade badge * Training in MyNetball is desired | |
| **Typical time commitment**   * *Approximately 10 hours per week throughout the year* * *Approximately 15 hours per week through the winter season (May to September) may be required* | |
| **Responsibilities and Duties**   * Attend monthly meetings and present a Report to the Committee * Prepare umpires budget for season and present to the Association Committee for approval * Prepare calendar of events for umpires, and make sure all umpires are aware of upcoming events and development courses offered by the Association and Netball WA * Conduct and/or coordinate Junior Umpire, Level 1, Basic and Introductory umpiring courses as required and by demand by the Association, in conjunction with Netball WA * Prepare an umpire development plan * Prepare nomination form for umpiring squad and talent identify the umpiring squad * Develop umpiring squad and Club umpires by providing pathways and coaching, as well as developing umpire coaches * Identify development needs of individual umpires and provide assistance * Organise monthly payment of squad umpires * Organise Winter Comp squad roster including finals * Arrange for qualified person to give feedback during the season * Maintain database of the team umpires provided by clubs, including details of their accreditation, as well as developing a communication link with Club umpire coordinators * Encourage all Clubs have qualified and accredited umpires * Organise umpires for Association trials and Association championships * Attend any professional development as required * Inform umpires when they need to update exams/courses to remain accredited   **Member Protection**   * You may be required to obtain a Working With Children Check (*if usual duties involve, or are likely to involve, contact with a child (under 18))* * If exempt from Working with Children Check, you may need to obtain a Volunteer National Police Certificate | |
| **ADDITIONAL INFORMATION** | |
| **Recommended Checks:**   * Conduct Accreditation Check   **Volunteering in this position gives you the opportunity to:**   * Work as part of team dedicated to the growth and development of *(Association name)* * Meet and network with other volunteers and industry professionals * Have input into the goals and objectives of *(Association name)* * Use one’s skills in a positive and engaging way * Develop a greater understanding of sports management structures   For further information regarding this position please contact *(Association name) (Association contact details)* | |
| ***This position description is intended as an example/template only. It is the expectation of Netball WA that each Association/Club customise the content to suit their individual needs*** | |