|  |
| --- |
| **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*** |