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| **POSITION DESCRIPTION – Club Umpiring Coordinator** | |
| **Organisation:** |  |
| **Job Title:** | Umpiring Coordinator of *(Club name)* |
| **Position Type:** | Voluntary/Paid |
| **Reports to:** | President of *(Club name)* |
| **Currently filled by:** |  |
| **Commencement date:** |  |
| **End date:** |  |
| **Time Commitment:** | *Approximately 15 hours per week* |
| **POSITION DETAILS** | |
| **Purpose**   * Responsible for the training, development, and management of umpiresfor *(Club name)* | |
| **Knowledge/Skills**   * Minimum C Badge Umpiring Qualification * Can communicate effectively and has good interpersonal skills * Can maintain confidentiality on relevant matters * Has an understanding of the purpose and application of Club Constitutions/Bylaws/Policies and Procedures * Competent with Microsoft Word and Excel * MyNetball training is desired | |
| **Typical time commitment**   * *Approximately 15 hours per week* * *Some extra hours during the Winter season (May to September) which would include Saturdays* | |
| **Responsibilities and Duties**   * Conduct regular meetings with club umpires and report outcomes to the Club Committee * To disseminate information to club umpires regarding courses and seminars and provide umpire coaching wherever possible * Foster the growth and raise the standards of the umpires in the club * To liaise with the Club’s Association regarding umpiring courses/clinics * Assist and liaise with all club umpires * To encourage beginner umpires including players and parents to undertake formal umpire education and/or to become accredited umpires * Work with the Club to maintain records of umpiring services and accreditation * Ensure all umpires are paid * Liaise with the Club in formulating a budget anticipating the cost of umpire accreditations/game payment   **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 *(Club name)* * Meet and network with other volunteers and industry professionals * Have input into the goals and objectives of *(Club 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 *(Club name) (Club 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*** | |