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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)*
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| **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
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| **Typical time commitment*** *Approximately 15 hours per week*
* *Some extra hours during the Winter season (May to September) which would include Saturdays*
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| **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
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| **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*** |