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Department of
Local Government, Sport
and Cultural Industries



PRINCIPAL PARTNER



GOLD
INDUSTRY
GROUP

POSITION DESCRIPTION – Association Umpire Development Officer

Organisation:	
Job Title:	AUDO (<i>Association name</i>)
Position Type:	Voluntary/Paid
Reports to:	Association President
Currently filled by:	
Commencement date:	
End date:	
Time Commitment:	<i>Approximately 10 to 15 hours per week</i>

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 PlayHQ 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

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- 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 Umpiring 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