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Department of  
Local Government, Sport  
and Cultural Industries



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## POSITION DESCRIPTION – Club Umpiring Coordinator

<b>Organisation:</b>	
<b>Job Title:</b>	Umpiring Coordinator of <i>(Club name)</i>
<b>Position Type:</b>	Voluntary/Paid
<b>Reports to:</b>	President of <i>(Club name)</i>
<b>Currently filled by:</b>	
<b>Commencement date:</b>	
<b>End date:</b>	
<b>Time Commitment:</b>	<i>Approximately 15 hours per week</i>

### POSITION DETAILS

#### Purpose

- Responsible for the training, development, and management of umpires for *(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
- PlayHQ 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

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- 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 if required

##### 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*