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| **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**   * Minimum B Badge Umpiring Qualification * Understanding of the umpire pathway and badging procedures * Sound understanding of the “Rules of Netball” * Experience in coaching, testing and talent identification of umpires * Presenting skills * Understanding of Child Safeguarding and the WA Working with Children compliance requirements * Computer literacy * Understanding of the relevant Club Policies and Procedures * Effective communication and good interpersonal skills * Act with integrity, confidentiality, and objectivity * Good organisational skills * Positive and enthusiastic attitude * Senior First Aid Certificate (desirable) * PlayHQ competency (desirable) | |
| **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**   * Act within the guidelines laid out by the Association and of the Association Umpire Development Officer’s (AUDO) position description * Understand the relevant Association policies, procedures and guidelines * Provide feedback to the committee on relevant policies, procedures and guidelines pertaining to umpiring * Design, implement and review the umpire development plan for the Association * Prepare an annual budget for umpire development, activities and programs and submit to the committee/board for approval * Ensure an introductory umpire program such as the “Green Shirt Program” is run at the Association * Work with the committee to appoint a “Green Shirt” Coordinator and liaise with and support the Coordinator as required * Prepare a 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 * Arrange/deliver umpiring courses and workshop opportunities for umpires within the Association * Disseminate information to the Association’s Clubs regarding umpire courses, training, development opportunities and seminars * Encourage beginner umpires to undertake umpire workshops and work towards formal umpire badging * Liaise with Netball WA regarding umpire and umpire coach development and talent identification * Attend professional development as required * Develop and implement an umpire development program * Coordinate selection and management of umpires for the Association representative teams and assist them in their preparations * Work with the Association administrator to complete nomination of the representative team’s umpires * Attend representative carnivals * Be available to answer queries from umpire coaches, umpires (and if underage their parents) * Build a volunteer workforce to assist with umpire talent identification, umpire coaching and badging * Develop an umpiring squad by providing pathways and coaching * Develop umpire coaches and badge testing panels * Organise monthly payments of squad umpires * Organise umpire rosters * Maintain a database of the team umpires provided by clubs, including details of their accreditation, and develop a communication link with Club Umpire Coordinators * Carry out administrative duties pertaining to the role as required * Always abide by the “Officials/Umpires Code of Conduct” * Submit reports to the committee/board as required   **ESSENTIAL**   * At all times ensure a Child Safe environment * Comply with the Netball Australia Member Protection Policy and Child Safeguarding Policy * Comply with the WA Working with Children Check (WWCC) Legislation which means:   + If your usual duties involve, or are likely to involve, contact with a child under 18 you will be required to obtain a WWCC   + If you fall into an WWCC exemption category, a Volunteer National Police Clearance Certificate is required. * Promote and display the Associations/Clubs values and behaviours * Promote netball in a positive manner | |
| **ADDITIONAL INFORMATION** | |
| **Volunteering in this position gives you the opportunity to:**   * Work as part of a 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 your 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 and contact details)* | |

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| ***NWA-RES-12 Association Umpire Development Officer PD***  ***This position description template/example has been developed for Associations/Clubs to assist them in developing their own resource. It is the expectation from Netball WA that each Association/Club customise the content to suit their individual needs. Please note that the ESSENTIAL is a requirement and should not be deleted, however may be expanded on as required.***  ***Created: May 2023*** |