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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.
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| **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)
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| **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*
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| **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
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| **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*** |