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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
* Understanding of the umpire pathway and badging procedures
* Understanding of Child Safeguarding and the WA Working with Children compliance requirements
* Computer literacy
* Has an 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 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.
* Liaise with the club committee to ensure all relevant umpires are paid.
* Liaise with the Club in formulating a budget anticipating the cost of umpire accreditations/game payment.

**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 *(Club name)*
* Meet and network with other volunteers and industry professionals.
* Have input into the goals and objectives of *(Club 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 *(Club name and contact details)* |

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| ***NWA-RES-24 Club Umpiring Coordinator 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*** |