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