



POSITION DESCRIPTION

Holy Spirit Parish Netball Club

Position Title:	Umpire Coordinator
Reports to:	Executive and Committee
Employment Status:	Volunteer
Time Commitment	Elected annually at the HSNC Annual General Meeting
Holy Spirit Parish Netball Club	<p>Holy Spirit Parish Netball Club (HSNC) is a not for profit, member based organisation which is governed by a volunteer Committee. It is a Club Member of Melbourne East Netball Association (MENA) and is governed by MENA, Netball Victoria and is affiliated with Netball Australia.</p> <p>HSNC exists to create a positive and strong local netball club that encourages players to try their best and have fun. The club is committed to providing an environment where players can learn and develop the skills and rules of netball. Players participate in a sportsperson like manner, in a inclusive, safe and positive environment. HSNC aims to build confidence, skills and foster a positive experience with the club and the game of netball. HSNC expects all players and coaches to respect their team mates, opposition, coaches, umpires and administrators and represent the club with pride and passion.</p> <p>The HSNC Executive consists of the President, Vice President, Secretary and Treasurer, with a Committee that supports a number of functions and roles of the club.</p>
Commitment to Child Safety	We are committed to providing Children and Young People with positive and nurturing experiences for healthy development and wellbeing. As part of that dedication to health and wellbeing, HSNC is committed to ensuring the safety of all of its players particularly Children and Young People. The Netball Victoria Child Protection Commitment Statement is crucial to HSNC and its Affiliates commitment to providing a safe environment for children in netball and consists of principles and benchmarks NV has in place.

Primary Purpose of Position

- Coordinate recruitment, training, development and management of umpires
- Ensure HSNC meets its umpire obligations on game day

Key Responsibilities

- Attend MENA meetings with all club umpires
- Develop a relationship with the MENA umpire convener
- Develop a relationship with other club umpire coordinators
- Organise and publish umpire rosters (allocations) weekly and maintain records
- Disseminate information to umpires regarding courses and seminars and provide umpire coaching where possible
- Identify and organise the training and education opportunities for umpires
- Liaise with MENA Umpire Coordinator regarding umpire courses/clinics/accreditation
- Advertise for umpires within the club as per MENA direction
- Assess, accept or decline new umpire applications
- Observe umpires at training (if required) to elect applicants
- Organize existing umpires to train and mentor new applicants
- Foster the growth and raise the standards of umpires
- Encourage beginner umpires including players and parents to undertake formal umpire education and or become accredited umpires
- Ensure all umpires are rewarded and recognised for their efforts
- Maintain records of umpiring tests, services and accreditation
- Liaise with Treasurer in formulating a Budget anticipating cost of umpire accreditations/game payments
- Provide umpire payment information in a timely manner to the Treasurer and Secretary
- Encourage umpires to nominate as umpires for Region, Association, Tournament, School and other representative teams
- Ensure Umpires are aware and have signed the MENA Umpires Code of Conduct
- Inform umpires of information and updates from MENA
- Liaise with MENA regarding the B and C grade badge programs

- Nominate to the Committee potential candidates for the Badge program
- Provide a verbal report at Committee meetings as required

Knowledge, Skills & Abilities

- Communicate effectively and has good interpersonal skills
- Well organised
- Able to relate to a diverse group of individuals
- Maintain confidentiality on relevant matters
- Good working knowledge of the Constitution and Policies of the Club and MENA
- IT competency familiar with basic operating systems including MyNetball
- Positive and enthusiastic
- Ethical, honest and trustworthy
- Dedicated Club person
- Holds a current National "C" or higher grade badge

Other Requirements

- Working with Children Check
- Fulfills COVID vaccination requirements as per Government directives