5 November 2020

**This Letter of Offer is between:**

**Example Netball Association**

And

**[NAME]** of [ADDRESS]

**POSITION**

We are pleased to offer you the position of Umpire Co-Ordinator for Example Netball Association.

**TERM**

This position shall commence on [DATE] and terminate on [DATE], with the possibility of future extensions.

**REQUIREMENTS**

You will report directly to the General Manager and will be required to

* To deliver administration and co-ordination of Umpires within ENA competitions. This includes, but is not limited to:
  + Saturday Premier Competition
  + Monday Go
  + Tournaments
  + Representative Program
* Responsibility for allocating umpires to the above competitions
* Responsibility for ensuring the allocation of umpires is managed in a fair and equitable manner, while also ensuring appropriately qualified and experienced umpires are rostered at all times;
* Work closely with the Lead Umpire Educator, and Umpire Trainers to ensure the ongoing education and development of Example Umpires;
* Act as Competition Convenor of our Premier Competition on a Saturday (alternating morning and afternoons)
* Implementation and administration of Umpire database;
* Administration of regular communication with all Example Umpires and Club Umpire Co-Ordinators;
* Other duties as directed by the General Manager.

**PAYMENT**

The Umpire Co-Ordinator will receive the sum of - per week during the Premier Competition as a reimbursement of transport, training and other expenses that may be incurred as a hobbyist. The sum will be paid weekly into your nominated bank account.

**HOURS OF WORK**

Your hours will be flexible, but will comprise of:

* Administration for (either at the office of at home)
* courtside on Saturday (alternating morning and afternoon) during the Premier Competition.

Alternate/extra time requirements may arise from time to time.

**ACCREDITATION**

As Umpire Co-Ordinator, you are responsible for ensuring your umpire accreditations are up to date. Please submit details of your current accreditations and results to the General Manager by the end of [DATE]. This will include the Rules of Netball Theory Exam and all umpiring accreditations currently held by you.

**LEAVE ENTITLEMENTS**

Under a hobbyist arrangement, you do not receive leave entitlements. However, it is understood that the competition experiences downtime throughout the year, specifically around school holidays.

**UNIFORMS**

You will be supplied with a Example Netball uniform which must be worn while carrying out your position.

**WORKING WITH CHILDREN**

As you are over the age of 18yrs, you are required to hold a valid Working with Children Check. You undertake to provide a copy of your valid certificate to the General Manager by the end of November 2020 if you haven’t already done so.

**CODE OF CONDUCT**

Example Netball is affiliated with Netball Victoria, and as such abides by the codes, policies, procedures and regulations of Netball Australia and Netball Victoria. This includes the Victorian Government’s new Fair Play Code which outlines the standards of behaviour expected for everyone involved in sport and recreation. As an Example Netball Association representative, you are expected to abide by the Code of Conduct, attached to this Letter of Offer. Please return a signed copy to the General Manager by [DATE].

**TERMINATION**

At any time during the term of this agreement, you or the Association may terminate this agreement by the giving of four (4) weeks’ notice in writing to the other party. In the event of a breach of the terms of this agreement, the Association reserves the right to terminate the agreement without notice.

If you agree to the terms of this Letter of Offer, please sign and return to the General Manager.

Yours sincerely,

**GENERAL MANAGER**

I, [NAME] agree to the terms of this letter

Dated this day of 2021