**Important Note:** This Position Description has been provided as a general position description only. Please edit the logo and content to ensure it reflects the needs of your organisation and delete this message prior to releasing the Position Description

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| **Position Title:** | **Umpire Coordinator** |
| **Reports to:** | Executive and General Committee  | **Direct Reports:** | Umpires |
| **Employment Status:** | Volunteer |
| **Time Commitment** |  |
| **Netball Victoria** | Netball Victoria is a not for profit, member based organisation which is governed by a volunteer Board of Directors.  It is the peak sporting body for netball in Victoria and is affiliated with Netball Australia. Netball Victoria exists to improve people’s lives. Our identity anchors of: ‘*We enable each other shine’,’ We have no limits; we’ve got this’, and ‘We are leaders’ –* inform who are, both individually and collectively, and therefore how we take up our organisational roles. The Netball Victoria Executive Team comprises of CEO and General Managers across: Commercial Development, High Performance, Government Relations & Facilities Development, Member Services and People & Culture, Participation and Product Development, Finance, and Communications, Marketing and Partnerships. |
| **Commitment to Child Safety** | We require all applicants to undergo background checks and screening prior to or during any appointment. Netball’s Commitment Statement to Safeguarding Children and Young People and other important information can be found at <https://vic.netball.com.au/child-safety-netball>At Netball Victoria, we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball.**Netball Victoria Commitment to Safeguarding Children & Young People**Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. Netball Victoria is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability. |

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| **Primary Purpose of Position** |
| * Coordinate training, development and management of umpires
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| **Key Responsibilities** |
| * Conduct regular meetings with all club umpires and report to the Committees the outcome of all meetings
* Organise umpire rosters (allocations) and maintain records
* Co-ordinate testing as required
* 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 Netball Vic regarding umpire courses/clinics/accreditation
* 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
* Work with the Secretary to maintain records of umpiring services and accreditation
* Liaise with Treasurer in formulating a Budget anticipating cost of umpire accreditations/game payments
* Encourage umpires to nominate as umpires for Region, Association, Tournament, School and other representative teams
* Submit regular reports to the organisation and attend meetings as required
* Liaise with Member Organisation staff as required
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| **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, By-laws, Rules and Policies of the organisation
* IT competency familiar with basic operating systems including MyNetball
* Positive and enthusiastic
* Ethical, honest and trustworthy
* Dedicated association person
* Holds a current National “A” or “B” grade badge
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| **Other Requirements** |
| * Induction Training
* Police Check
* Working with Children Check
* Other (please specify)
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