

WORKSAFE UMPIRES IN THE FIELD

HOST CHECKLIST

Host responsibilities when facilitating an Umpires in the Field workshop:

- Representative from the host association to be present throughout the workshop.
- Organise a venue with a meeting room and sufficient seating.
- Ensure the meeting room has AV capabilities to display a slideshow presentation.
- Organise access to a full netball court for practical components (*Introduction to Umpiring only*).
- Provide basic netball equipment including balls, bibs and cones (*Introduction to Umpiring only*).
- Ensure a basic first aid kit is available.
- Organise a whiteboard and markers for the presenter to use.
- Ensure any workshop materials, if applicable, are distributed to participants.
- Provide tea/coffee for participants (optional).
- Ensure the participants sign in via the provided sign-in sheet on the day.
- Return the completed sign-in sheet to Netball Victoria within 7 days of the workshop via email – workforce@netballvic.com.au.
- Encourage participants to complete the feedback survey via the QR code provided.