

## UMPIRE DEVELOPMENT & PLANNING COORDINATOR

### Position description

Reports to	Operations Manager
Direct Reports	Competition Umpire Supervisors & Mentors, Umpires
Type of employment	PPT or FT (negotiable with successful candidate)
Hours	Generally weekdays between 11am – 7pm Due to the nature of the sporting industry some work on evenings and weekends is required.
Environment	<p>Jubilee Park Stadium (JPS) is a multi-sport facility. Encompassing 6x indoor netball/basketball courts, 4x indoor cricket nets, 13x outdoor netball courts, Café, change rooms and function spaces, the stadium services multiple sports and community groups across the Frankston region.</p> <p>The Frankston District Netball Association (FDNA) is the Lessee.</p> <p>FDNA provides netball competitions and programs for 2500+ weekly participants. With an intent to grow our netball community, we will expand competitions and programs across netball and other sports.</p> <p>The Umpire Development &amp; Planning Coordinator is responsible for the scheduling, training, development, and support of umpires for all Frankston District Netball Association competitions.</p>

#### PRIMARY ROLES AND RESPONSIBILITIES

Scheduling of umpires to games	<ul style="list-style-type: none"> <li>• Create umpiring rosters for all FDNA competitions and maintain comprehensive records.</li> <li>• Communicate rosters in a timely &amp; accurate manner; ensuring skills &amp; availability of Umpires are accurately reflected.</li> <li>• Schedule suitably qualified umpires to games</li> <li>• Maintain fair and equitable distribution of umpiring duties.</li> <li>• Ensure umpiring schedule is adjusted to reflect latest game changes.</li> <li>• Coordinate last-minute umpiring changes and replacements.</li> <li>• Advise and confirm changes in a timely fashion</li> </ul>
Resourcing of FDNA Umpires	<ul style="list-style-type: none"> <li>• Maintain adequate pool of qualified umpires and trainees.</li> <li>• Ensure all umpires hold relevant qualifications.</li> <li>• Identify opportunities to recruit and train new umpires</li> </ul>
Training & Development of FDNA Umpires	<ul style="list-style-type: none"> <li>• Schedule and coordinate forums as required (minimum quarterly)</li> <li>• Identify and organize ongoing training and development opportunities for umpires, including umpire testing.</li> <li>• Encourage the broadening of umpire's skills by nominating them for opportunities as identified, including any outside of FDNA.</li> <li>• Ensure all umpires are aware of development opportunities offered by FDNA &amp; Netball Victoria</li> <li>• Attend workshops and other programs to enhance own skills.</li> <li>• Ensure rule/regulation changes are communicated to umpires</li> </ul>

Effective communication with relevant key stakeholders	<ul style="list-style-type: none"> <li>• Liaise with Umpires, staff, evening teams, club members, volunteers and spectators.</li> <li>• Handle grievances in a professional manner and ensure adherence to the relevant framework</li> </ul>
<b>IRREGULAR OR AD HOC ROLES &amp; RESPONSIBILITIES</b>	
NetSetGo! program support	<ul style="list-style-type: none"> <li>• Administrate NSG "Net" programs registration and associated administration.</li> <li>• Liaise with coaching staff to support NSG Coach(es)</li> </ul>
Administration & community support	<ul style="list-style-type: none"> <li>• Respond to telephone calls in a prompt and welcoming manner</li> <li>• Prepare reports and attend meetings as required</li> <li>• Provide general administration support as required</li> <li>• Liaise with Marketing Manager &amp; Operations Manager to ensure umpire programs are proactively promoted</li> <li>• Coordinate and attend community promotional programs similar but not limited to Party in the Park and Bay Mob Expo</li> <li>• Administrate the DOJ volunteer worker program, ensuring participants are inducted and are provided appropriate tasks to complete</li> </ul>
Desirable knowledge and skills	<ul style="list-style-type: none"> <li>• Comprehensive understanding of Netball Australia competition rules and regulations</li> <li>• Comprehensive understanding of Netball Victoria online registration system</li> <li>• Well organized and produces work to an accurate &amp; high standard</li> <li>• Able to prioritise and manage multiple tasks efficiently</li> <li>• Able to deal with varied groups of people, from broad &amp; diverse backgrounds</li> <li>• Acts in a fair and reasonable manner when distributing tasks</li> <li>• Effective communication with excellent interpersonal skills</li> <li>• Ability to coach and train others</li> <li>• Ability to safely lift 15-20kg</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Current Working With Children Check</li> <li>• Current National Police Records Check</li> <li>• Current 'A' or 'B' grade umpiring badge through Netball Victoria</li> <li>• Netball Victoria Umpire Supervisor Course</li> <li>• Current financial Netball Victoria Member</li> </ul>