

# 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 with sufficient seating. (Any costs associated with venue bookings are the responsibility of the host association.)
- Ensure the meeting room has AV capabilities to display a slideshow presentation. (*UIF Introduction to Umpiring* workshops require a meeting room but no AV is required).
- Organise access to a full netball court and provide basic netball equipment including balls, bibs and cones (*UIF Introduction to Umpiring workshops* only).
- Organise a whiteboard and markers for the presenter to use.
- Ensure a basic first aid kit is available.
- 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, clearly indicating if any participants did not attend.
- Return the completed sign-in sheet to Netball Victoria within 7 days of the workshop via email – [workforce@netballvic.com.au](mailto:workforce@netballvic.com.au).
- Encourage participants to complete the feedback survey via the QR code provided.