

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.
- ☐ Encourage participants to complete the feedback survey via the QR code provided.