



Department of  
Sport and Recreation



## POSITION DESCRIPTION – Association Umpire Development Officer

<b>Organisation:</b>	Mandurah Netball Association
<b>Job Title:</b>	<i>AUDO Mandurah Netball Association</i>
<b>Position Type:</b>	Voluntary – Honorarium annually
<b>Reports to:</b>	Association President
<b>Currently filled by:</b>	
<b>Commencement date:</b>	
<b>End date:</b>	
<b>Time Commitment:</b>	

## POSITION REQUIREMENTS

### Purpose

To develop the association umpire squad and promote umpire education and accreditation within the association

### Knowledge/Skills

- Good communication skills
- Sound knowledge of the rules
- Sound knowledge of the Mandurah Netball Association Constitution and By-Laws
- Well organized
- Computer literate
- The co-ordinator should preferably hold a current 'A' or 'B' grade badge
- Display commitment to improving the standard of umpiring in the Association and creating opportunities for the Umpires to develop their skills

## RESPONSIBILITIES AND DUTES

- Attend monthly meetings and present a Report
- To be an active member of Regional Umpire Committee
- Prepare umpires budget for season and present to executive for approval
- Prepare calendar of events for umpires
- Submit dates for all required Netball Australia accredited courses, Junior Umpire Courses, Association Umpire Visits by RUDO (at least 1 per year)
- Prepare an umpire development plan
- Provide items of interest regarding umpires or their achievements to the Publicity coordinator for inclusion in association newsletter or to be notified to the local press
- Organise umpire allocation for finals matches
- Coordinate with ADO to supply qualified and appropriate Umpires for all Association trials, carnivals and State Championships



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#### **Squad**

- **Prepare nomination form for umpiring squad**
- **Talent identify umpiring squad**
- **Maintain Database of the squad umpires used by the Association, including details of the accreditation and forward to RUDO**
- **Develop umpiring squad by providing pathways**
- **Identify development needs of individuals and provide assistance**
- **Provide suitable games for umpiring squad**
- **Provide coaching to squad umpires**
- **Develop coaches of umpires**
- **Organise weekly payment of squad umpires**
- **Organise Saturday squad roster including finals**
- **Arrange for qualified person to give feedback during the season**
- **Act as liaison for outside Association umpires testing**

#### **Club**

- **Maintain database of the team umpires provided by clubs, including details of their accreditation**
- **Develop a database of club umpiring coordinators and develop strong communication link**
- **Encourage all clubs have qualified and accredited umpires**
- **Develop club umpires**
- **Develop club umpires for finals**

#### **Association**

- **Organise umpires for Association trials and Association championships**
- **Submit names of umpires for regional events**

#### **Development**

- **Ensure Netball Australia, Netball WA and Region Parameters, Pathways and guidelines are followed within Associations**
- **Attend any professional development as required- forums, presenters courses/up skill**
- **Ensure all club, squad and association umpires are aware of umpire development courses offered by the association, region and Netball WA**
- **Deliver (where possible) Rules in Action and Umpire Theory paper**
- **Conduct and/or coordinate Junior Umpire, level 1, basic and introductory umpiring courses as required and by demand by the Association, in conjunction with Netball WA. Submit form and dates to Association office for distribution**
- **Send statistics of all umpire workshops/courses conducted within the Association to RUDO at completion**
- **Inform umpires when they need to update exams/courses to remain accredited**



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#### ADDITIONAL INFORMATION

**Required Checks:**

- Proof of Identity
- Reference Check
- Working With Children Check
- Volunteer Police Clearance

**Reimbursement of Out-of-Pocket Expenses  
(subject to advance authorization  
and presentation of receipts)**

For further information regarding this position please contact

***Mandurah Netball Association***

***Email : [mna@bigpond.net.au](mailto:mna@bigpond.net.au)***

***Phone : 089581 5054***

***Please note the Office is only attended Monday and Friday from 10am-2pm***