



POSITION DESCRIPTION – Association Umpire Development Officer (AUDO)

Organisation:	Joondalup Netball Association
Job Title:	Association Umpire Development Officer of Joondalup Netball Association
Position Type:	Voluntary (eligible for honorarium payment on completion of timesheet)
Reports to:	President and Board of Joondalup Netball Association
Time Commitment:	Hours to be negotiated

POSITION REQUIREMENTS

Purpose

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

Knowledge/Skills

- Qualification: Minimum C Badge umpiring accreditation
- Good written & oral communication skills
- Well organized
- Computer literate
- Strong organizational skills
- Good written and verbal communication skills
- Strong leadership qualities
- Work autonomously
- Knowledge of Play HQ system desirable
- Display commitment to improving the standard of umpiring in the Association and creating opportunities for the Umpires to develop their skills
- Sound knowledge of the INF Rules of Netball
- Can maintain confidentiality
- To acknowledge the requirement for separation of personal interests and Association matters, and act in the best interest of the Association always whilst in the assigned role.
- A sound knowledge of the JNA Constitution, By-Laws, Policies & Procedures, the Netball Australia Member Protection Policy & the Official Rules of Netball.

Responsibilities and Duties

Administration: (Duties not eligible for honorarium payment)

- Attend meetings as required, and present a Report if applicable.
- Attend the Annual General Meeting, other General Meetings and/or Complaint Hearings as required.
- Read and respond to correspondence from JNA Head Office as required & in a timely manner. Check emails regularly.
- Provide items of interest regarding umpires, or their achievements, to the office for inclusion on association social media and/or for the annual report
- To abide by the JNA Constitution, the JNA Codes of Behavior & JNA Communication Policy



- To act honestly and in the best interest of the association and exercise care, skill, and diligence in carrying out this role.
- Duty to disclose and manage conflicts of interest by completing the JNA Registration of Conflicts.
- To liaise with Netball WA to obtain information and assistance on available courses and programs for the development of umpires and disseminate the information to Club Umpire Coordinators and Umpires.
- Attend pre-season JNA Information Sessions to discuss umpiring procedures, protocols, and any other umpire rulings with Coaches & Managers.
- Oversee umpiring as required on match days.
- Attend any professional development relating to AUDO role for JNA, as required, e.g., forums, presenter's courses/up skilling.
- Assist at any JNA function/events as required.
- Retain receipts and provide financial statements, lists etc. for all expenses and income regarding umpire courses, badging, Green Shirt Program, etc.
- Reimbursement of any out-of-pocket expenses is subject to advance authorization and the presentation of receipts.
- Timesheet to be completed on 1st of each month for previous month's hours and applicable for the 12 months from AGM. To be submitted within 24 hours for processing. Timesheet is still required to be completed even if annual honorarium limit has been reached.
- Eligible for Honorarium Payment according to the timesheet and to the maximum annual amount which has been previously approved by JNA Committee and which may be reviewed annually.
- Provide reports at monthly meetings as required and a final report at the end of the year for inclusion in the Annual Report.
- All JNA uniform items & property must be returned by the end of each year, or as requested by JNA.
- Complete any outstanding actions/requests, relating to the role, prior to the next AGM.
- Conduct a handover when vacating position and attend the next meeting if required.

Only duties listed below are eligible for inclusion on Timesheet for honorarium payment:

Administration:

- Arrange regular umpiring information sessions for ALL umpires and club umpire coordinators to attend. Including information sessions for Coaches/Managers of teams during the Green Shirt Umpire Program.
- To train & develop umpires for National C Badge, includes arranging badging panel.
- Liaise with other associations for umpires to further develop for their National B Badge
- Organize umpire allocation for all finals matches (12U to Opens)
- Organize umpires to act as Scorers and Timekeepers for all Grand Final games (12U's to Opens).

Squad:

(Note: Only applies if JNA AUDO rosters umpires for all, or some, Monday games, reviewed annually)

- Talent identify umpiring squad
- Maintain Database of the squad umpires used by the Association, including details of their accreditation
- Develop umpiring squad by providing pathways
- Provide suitable games for umpiring squad
- Allocate and notify squad umpires of the weekly roster for the Monday games that the association requires, or has been requested to umpire.



- Provide coaching to squad umpires
- Develop & assist the umpire coach/mentors
- Organize payment of umpire coach/mentors
- Organize umpires for all final's games for 12U to Opens (semis, prelim & Grand finals)
- 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
- Liaise with club umpire coordinators to ensure all umpires receive the necessary coaching and support to help them obtain their goals. To assist them with further development with their umpiring pathways, as well as achieving Badge levels.
- Encourage all clubs to have qualified and accredited umpires

Association:

- Liaise with Development Officer and organise umpires for Association trials, Association championships, any other trials & competitions and/or other development sessions as required.
- Ensure Assoc Champs umpires have the appropriate accreditation as set by Netball WA (currently National C or National B Badge).

Development:

- Ensure Netball Australia, Netball WA and Region Parameters, Pathways and guidelines are followed within Associations
- Ensure all club, squad and association umpires are aware of umpire development courses offered by the association, region and Netball WA
- Conduct and/or coordinate the Green Shirt Umpire Program, including the theory and practical sessions required for the Green Shirt applicants prior to commencing umpiring.
- Organise the Green Shirt umpires for the Spring season games allocated to the program, and arrange umpire mentors/coaches for the Green Shirt umpires.
- Inform umpires when they need to update exams/courses to remain accredited

ADDITIONAL INFORMATION

Required Criminal Record Checks:

- Working with Children Check (*if usual duties involve, or are likely to involve, contact with a child (under 18)*)

If exempt from Working with Children Check, request:

- Volunteer National Police Certificate (*if unpaid*) OR
- National Police Certificate (*if paid*)

Further Requirements by JNA:

- Conduct Accreditation Check
- Attain signature on JNA Code of Conduct & Behavior form.
- Attain signature on Netball WA's Member Protection Declaration
- Complete JNA Register of Positions and Interests Held

I, _____ (Print Name), understand and accept the responsibilities, duties and requirements listed above.

Signed: _____

Date: _____