



POSITION DESCRIPTION – Umpire Convener

Organisation:	JOONDALUP NETBALL ASSOCIATION
Job Title:	Umpire Convener
Position Type:	Volunteer - Paid
Reports to:	JNA Umpire Development Officer JNA Senior Convener
Time Commitment:	Hours as required

POSITION REQUIREMENTS

Purpose

The duty of the Umpire Convener is to assist the JNA Umpire Development Officer with the overseeing of the umpires and the matches played at the HBF Arena Joondalup during the JNA Winter and/or Spring netball competitions.

CRITERIA:

Knowledge/Skills

- Current National A, B or C badge with 2 years' experience
- Sound knowledge of Current INF Rules of Netball
- Effective written and oral communication skills
- Organizational skills
- Administrative skills
- Ability to work independently
- Positive and friendly attitude
- Can maintain confidentiality on relevant matters
- Knowledge of JNA Policy & Procedure Handbook for Competition
- Flexibility of available working hours as required by the Umpire Development Officer or Senior Convener
- Current Working with Children's Check
- Must be 18 years of age or over

Duties and Responsibilities:

- Assist the Umpire Development Officer and/or Senior Convener in the duties listed below, or with other duties as required
- To be available up to a maximum of 15 minutes prior to the commencement of the first game and maximum of 15 minutes after the completion of the last game or as required. No extra hours outside these times unless pre-approved by the Senior Convener only.
- Required to sign in and out on the attendance register daily. Also refer to 2nd dot point above.
- Ensure all umpires are ready to begin.
- Observe all matches during each time slot, by moving from court to court, ensuring JNA Policies & Procedures and codes of behaviour are being adhered to, including the checking of scorecards (both front & back) on each court.
- Observe all matches during each time monitoring umpires and providing coaching if required. TID umpires for progress to high level games on Mondays and liaise with JNA AUDO.
- Solving court disputes. If unsure of a ruling, query etc., then refer to the Umpire Development Officer or Senior Convener and/or the JNA Policies & Procedures before responding.



- Attend any competition committee/convener meetings and information sessions as required.
- Be responsible to JNA Board, JNA Umpire Development Officer and Senior Convener and carry out any other relevant duties as they may require.
- Eligible for honorarium payment. If choosing to have a break, then must sign off for the time taken.
- Umpire Convener position **will be** reviewed annually.
- All JNA uniform items & property must be returned by the end of each year, or as requested by JNA.

Requirements:

- A sound knowledge of the INF Netball rules, the JNA Policies and Procedures, Member Protection Policy, Codes of Behaviour & Risk Management guidelines.
- Umpire accreditation of Current National A, B or C badge with 2 years' experience.
- Current Working with Children's Check is compulsory.
- Current First Aid Certificate is required prior to commencement of JNA Winter season.
Note: If you do not have a current First Aid Certificate, then it is your responsibility to complete a First Aid course, at your own expense, prior to commencement of JNA Winter season. A 50% reimbursement of the cost will be paid at the completion of the first year of convening. The remaining 50% will be reimbursed once a second year of convening is completed. A copy of paid invoices **must be** provided to be eligible for refunds.
- Good conflict resolution and people skills.
- Duty to disclose and manage conflicts of interest.
- Sign JNA Code of Conduct & Behaviour form.
- Sign ATO Statement of Supplier form.
- Conveners shall comply with the following principle statutory and common law duties:
 - To act honestly and in good faith in the interests of the Association.
 - To exercise a degree of care, skill, and diligence that a reasonable person in a like position would exercise in the Association's circumstances.
 - To exercise powers honestly and for the purposes for which they were conferred and not for collateral purposes.
 - To avoid any actual or potential conflict between their obligations owed to the Association and their personal interests and other duties.
 - To keep confidential information obtained, and not to disclose advantage or business opportunities acquired, in the course of that office.

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

Signed: _____

Date: _____