



Netball Umpire Coordinator

8 July 2022

An exciting opportunity exists to join a community netball association committed to developing and extending its status as a quality association.

The Springvale & District Netball Association (SDNA) provides governance and strategic development in junior Netball in the Southern region of Melbourne. We are seeking an enthusiastic and motivated self-starter to join our team as the Netball Umpire Coordinator for a 12-month contract period.

This dynamic role will oversee the delivery of the Springvale and District Netball Association (SDNA) junior competition at the Rowan Road, Dingley Village netball courts.

Reporting to the SFNL Netball Administration Officer, the successful applicant will require:

- Experience in developing and managing stakeholder relationships;
- Strong decision-making skills;
- Communication skills;
- Experience in Netball and/or Netball Umpiring; and
- An ability to work autonomously whilst maintaining a strong team ethos.

To be considered for the position please submit the following:

- A cover letter;
- A current resume; and
- A written response to the key selection criteria.

Your written response should demonstrate that you possess the essential knowledge, skills and experience that are relevant to the role, which enable you to deliver the key accountabilities of the position.

Written applications must be received by email via info@sdna.net.au.

Applications close at **5:00pm on Friday 22nd July 2022**.

For further information about the role after reading the position description, please contact **Sophie Shelton** (SFNL Netball Administration Officer) on **0493 388 614**.



POSITION DESCRIPTION

Position:	Netball Umpire Coordinator
Work Area:	Netball Operations
Responsible To:	President and Secretary
Reports To:	Netball Administration Officer
Direct Reports:	SDNA Club Officials
Key Relationships:	<ul style="list-style-type: none"> • SDNA Committee; • SDNA Club Officials and Volunteers; • Netball Victoria; • City of Kingston Council; and • Other Key Stakeholders.
Employment Status:	<p>12-month contract, 30 weeks (during the season) 7 hours work per week.</p> <p>Will include weekend during the seasons (Saturday mornings from 8:00am to 12:00pm) and three hours administrative work during the week.</p>

Overview of Role

The Junior Netball Umpire Coordinator is responsible for coordinating umpires at the Springvale District Netball Association (SDNA) competition.

Reporting to the SFNL Netball Administration Officer, this role has four key focus areas:

1. To efficiently supply and coordinate umpires to the competition at the Springvale and District Netball Association (SDNA);
2. To design and implement a netball umpire program for SDNA umpires;
3. To plan for and sustain growth in SDNA Netball participation; and

4. To work with all Stakeholders to deliver desired outcomes.

Other duties requested by the SDNA committee may also be required from time to time.

The role requires a willingness to establish and maintain strong collaborative working relationships with umpires and other stakeholders.

The role is a 12-month contracted position.

Our Vision

The SDNA will be recognised as a quality deliverer of community-based sport and an association that conducts itself in a manner that meets the contemporary expectations and values of the communities within which it operates.

Our Mission

The SDNA will be a custodian and effective promoter of the code and culture of Netball to communities in the south-eastern region of metropolitan Melbourne. The SDNA will effectively facilitate participation in Netball and assume responsibility for the local health, development and image of the game.

Our Values

- Trust
- Accountability
- Inclusiveness
- Innovation

People Objective

- Provide our people with professional development opportunities to grow their knowledge and skills
- Succession planning for staff

KEY ROLES & RESPONSIBILITIES:

The position includes, but is not limited to, the following duties. In some cases, a duty will necessitate consultation with the Netball Administration Officer.

1.0 Administration

- Ensure the SDNA Netball By-Laws and competition rules are enforced by all official umpires.
- Manage the Safeguarding Children and Young People legislation across all official umpires.
- Oversee and maintain the SDNA netball database of umpire details through 'Netball Connect'.
- Ensure all Netball Victoria registrations are processed accordingly (official umpires).
- Liaise with umpires with regards to umpiring availability, create weekly umpiring rosters and allocate umpires to matches.

- Make weekly payments to appointed umpires, umpire mentors, court supervisor and first aid officer through applicable League accounting software (Xero).
- Advise the Finance Manager to raise invoices when necessary.
- Monitor and order umpire uniform and essentials.
- Submit regular reports to the organisation and attend meetings as required.

2.0 Competition Management

- Ensure all umpires are appropriately accredited.
- Co-ordinate umpire testing as required.
- Provide timely advice, training and support to all umpires to ensure that umpires remain competent and viable.
- Identify and organise training and education for umpires.
- Oversee the umpire rostering and allocation to games based on their skill level and grade. Co-ordinating trainee umpires with mentors to the betterment of their experience and development.
- Maintain a record of all games umpired and umpire allocations.
- Ensure all umpires are recognised for their efforts.
- Liaise with the umpires and stakeholders to maintain effective working relationships.
- Work collaboratively with the Netball Administration Officer and SDNA committee on season fixtures.

3.0 Match Day Operations

- Open umpires changeroom, set up umpire area and provide umpire availability forms.
- Display umpire roster and ensure all games covered.
- Check all match netballs are inflated correctly and available for umpires to take to the courts.
- Answer general enquiries made by umpires, including those on the By-Laws.

4.0 Finals Series

- In conjunction with the Netball Administration Officer and the SDNA Committee, plan and co-ordinate the Finals Series.
- Assist the SDNA Committee with presentation and trophies for the Grand Finals.

5.0 Marketing & Events

- Contribute content when applicable for the Website and Social Media platforms to promote Netball Umpiring in the region, supplying information to the Netball Administration Officer.

NOTE: This position description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the association.

Key Selection Criteria

1.	Good understanding of Netball.
2.	Well-developed people skills including the ability to develop and foster relationships with a

	wide range of Stakeholders.
3.	Excellent verbal, written communication skills with presentation experience.
4.	Demonstrated ability to meet deadlines and manage time effectively.
5.	Demonstrated problem-solving skills.
6.	Demonstrated personal initiative with the ability to work both independently and as part of a team.
7.	A preparedness to work weekends and willingness to work flexible hours.
8.	Knowledge and use of Office 365 products, Word, Excel, Outlook etc..
9.	Ability to maintain website and social media platforms.
10.	A genuine interest in netball with a desire to lead growth and further development of the sport in the Region.
11.	Current Netball Victorian Membership.
12.	Valid Working with Children Check.
13.	Preferably hold an Umpire A, B or C grade badge.