

UMPIRING CONVENOR

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| Position type: | Voluntary |
| Reports to: | Mountain Creek Netball Club Committee |

GENERAL DESCRIPTION & ROLES AND RESPONSIBILITIES

- Where possible be a badged umpire (with current accreditation if possible), or competent umpire as deemed by the Executive
- Be a member of the Umpires Sub-Committee with the Association.
- Be responsible for ensuring that all duties and decisions as directed by the Executive Committee are carried out (this may include organising correspondence, reports and allocating Representative Umpires)
- Be responsible for ensuring that all decisions of the Umpires Sub-Committee are attended to
- Perform any other duties that the Mountain Creek Netball Club may direct
- Prepare a written report for the Mountain Creek Netball Club Committee
- Liaise with the Regional Umpiring Officer when necessary
- Ensure appropriate information is made available to all umpires regarding theory and practical assessments, carnivals, camps, trials and representative dates
- Ensure appropriate forms/paperwork is completed for umpire's assessments and National Badging.
- Be available to handle any queries, questions or concerns that may arise during fixtures
- Adhere to policies

ADDITIONAL INFORMATION

Qualifications and Education Requirements (if any)

Shall be an Association badged umpire where possible

Hold a current blue card or be able to obtain one within a reasonable time of accepting the position

Preferred Skills

- Strengths in written and oral communication
- Strengths in organisation and record-keeping
- Ability to function in a team environment with evenly distributed responsibilities
- Ability to create/source and implement organisation's administration and management requirements
- IT competency – familiar with basic operating systems, Microsoft Office, internet and email
- Where necessary, has appropriate training, accreditation or qualifications to ensure their responsibilities are carried out within the organisation
- To acknowledge the requirement for separation of personal interests and Association matters, and act in the best interest of the Association at all times whilst in the assigned role