

Job Title:	Umpires Convenor
Reports to:	Vice President
Date of Effect:	1 February 2020

Mission	To provide a happy, safe and inclusive environment for our players, coaches, umpires and volunteers and we continually look for ways to make a positive impact for our netball community.
----------------	---

Primary Job Purpose	Responsible for all umpires and ongoing leadership and guidance of umpires at WNC.
Job Responsibilities	<ul style="list-style-type: none"> • Recruit and deal with all umpiring queries for WNC • Attend Convenor's meetings called by the KNA Umpires Committee. • Supply contact details of the season's umpires to the KNA Umpire Convenor when requested and nominate club umpires for the KNA Most Improved and KNA Junior Umpire awards. • Prepare Umpire Roster for KNA Netball Competitions • Arrange swaps when and if necessary with other clubs. • Advise KNA of any substitutions to the Winter Roster by email the Wednesday before or in person at the umpire window on the Saturday. Replacement umpires must meet the badge criteria for the game spot the umpire was allocated. • Organise buddies for umpires working towards their National badge and provide support and training for the buddies. • Assess umpires for their LD, MD and HD badges and work with other club convenors assessing their LD, MD and HD umpires. • Request assessment games from KNA for LD, MD and HD assessment and advise KNA Umpires Committee when umpires are ready to be assessed. • Advise umpires of Level 1 Course dates and forward requests from KNA Umpire Committee for umpires for KNA Rep games, State Age Championships and State Championships. • Keep records of Umpires badge attainment, attendance of Level 1 course and Theory marks and advise umpires when need to attend courses or complete Theory exams. • Move umpires to more challenging time slots in the Winter competition when ready. • Prepare weekly sign on sheet for Winter Comp. Keep details of pay based on games umpire/buddied (only non National umpires are paid to buddy) and prepare Umpire pay summary for Treasurer to collect umpire money from bank. Distribute umpires pay - Mid season, End season and Finals. • Keep details of Winter Comp games umpired for other clubs and prepare and send invoices at end of Winter Season. • Assit to organise umpires for WNC teams playing at Gala Days. • Assist in allocation for Spring Comp.
Budget Management	NIL

JOB HOLDER CAPABILITIES

Skills and Experience	○ Persuading and Influencing
------------------------------	------------------------------



WAHROONGA
NETBALL

- | | |
|--|--|
| | <ul style="list-style-type: none">○ Leading and Supervising○ Communication – Verbal and Written○ Organisation○ Scheduling |
|--|--|

