

## **WNA Head of Umpiring Job Description**

### **Position Description**

#### **The Role**

The Head of Umpiring is responsible for the management and implementation of all aspects of umpiring within the Association and reports to the competition manager.

The role requires a willingness to establish and maintain strong lines of communication with umpires, mentors, clubs, WNA board and other stakeholders.

The Head of Umpiring is someone who leads with integrity and has the ability to maintain and advance WNA's reputation within the Netball community and responsible for promoting a culture of fair play, professionalism, and sportsmanship among umpires and players.

The Umpires Administrator, umpires and mentors reports directly to the Head of Umpiring

#### **Essential Job Functions: 21 Hours per Week.**

- Manage the recruitment and retention of all umpires in the WNA.
- Develop a planned introduction to umpiring for all new umpires to ensure that early experiences in umpiring are positive.
- Appoint and manage all mentors for each umpire, where required.
- Develop coaching and development pathway programs to enhance the standard of umpiring in the WNA.
- Oversee the appointments of umpires for games conducted by the WNA.
- Work with the WNA to protect the welfare of umpires.
- Manage the evaluation and assessment of umpires to better monitor performance and to ensure umpires are focussed on key areas for improvement.
- Work with umpires and mentors to ensure that rules and league interpretations are understood and accepted.
- Lead an environment amongst the umpiring group that encourages umpires to meet their aspirations.
- Obtain and implement coaching resources and initiatives from Netball Victoria.

#### **Key Responsibilities:**

- Ensure umpiring appointments for all matches conducted by the WNA.
- Establish a talent pool across all disciplines that meet WNA requirements.
- Delivery of documented Association umpire development program.
- Manage the Association's umpires and mentors effectively and within budget.
- Ensure targets for formal accreditation qualifications are achieved by umpires and mentors.
- Oversee and manage the umpiring program for the WNA.
- Work closely and collaboratively with umpire coordinators to ensure all games have scheduled umpire.

- Establish and maintain a pool of umpires to meet the association's needs.
- Provide training and support to umpires to ensure that they are knowledgeable and prepared for their duties.
- Develop and implement policies and procedures to ensure that games are officiated fairly and according to established rules and regulations.
- Promote a culture of professionalism, sportsmanship, and respect among umpires and players.
- Collaborate with other officials and team managers to address issues that arise during games or tournaments.
- Maintain accurate records of umpire availability, schedules, and performance evaluations.
- Participate in meetings and conferences to stay up to date with changes and developments in netball umpiring.

### **Accreditation & Qualifications:**

#### **Essential**

- Current Working with Children's Check that is linked to Wyndham Netball Association
- Completion of the Association's Child Safety accreditation, including completion of a designated child safety training unit, completion of the Association's Child Safety Declaration, and acknowledgement of the relevant Code of Conduct/s.
- B Badge umpiring accreditation (minimum level)

#### **Requirements:**

- Demonstrated strategy, analysis, and leadership skills.
- Highly developed verbal and written communication, presentation, and negotiation skills.
- Intermediate IT skills.
- Proven ability to show initiative, plan, set priorities and manage change.
- In-depth knowledge of netball rules and regulations, as well as the duties and responsibilities of umpires
- Proven leadership and management skills, with the ability to motivate and support a team of umpires.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with officials, team managers, and players.
- Strong organizational and time management skills, with the ability to manage multiple tasks and priorities in a fast-paced environment.
- A positive attitude and ability to remain calm under pressure.
- Flexibility to work evenings and weekends as required.
- Experience with scheduling and logistics management in a sports environment preferred.

NOTE: This position description is not intended to be all inclusive. The employee may perform other related duties as mutually agreed from time to time to meet the ongoing needs of the WNA.