



JOB TITLE:	UMPIRE COORDINATOR	JOB CATEGORY:	Volunteer.
REPORTS TO:	Executive		
POSITION TERM:	1 Year		
TIME COMMITMENT:	5 hours per week		
APPLICATION TYPE:	Nominate to AGM for vote		

JOB DESCRIPTION:

The Umpire Coordinator is responsible for managing all aspects of umpire engagement and development within the club. This includes scheduling and confirming umpire allocations for games and training, maintaining accurate records, and ensuring timely communication of rosters. The role supports the growth of umpires through mentoring, beginner courses, and accreditation pathways. The Coordinator fosters a strong umpire community through regular updates and engagement. This position is essential for ensuring fair play and the smooth operation of all matches.

OBJECTIVE

- Coordinate training, development, and management of umpires/officials for the Club

RESPONSIBILITIES

Start of season

- Facilitate Beginner umpire course at the start of the year
- Share Umpire/Mentor EOI for each season to build umpire pool and get up to date information for each umpire
- Ensure records of all umpire details, accreditation and statement of supplier forms (updated each season) are completed and filed
- Create, manage and update Umpire Master register for each season

During Season

- Build an umpire roster for Game days. Working with the executive committee as required to ensure all games have allocated and appropriate umpires and Mentors (where applicable). Share and confirm roster before game days with umpires and mentors
- Working with the coaching co-ordinators to roster umpires for training game
- In conjunction with mentors, work with any beginner umpires, keeping a record of their progress
- Work with mentors to roster them for training games and game days. Gather feedback from the mentors on the umpires they are mentoring
- Update Master Umpire register each week during season to accurately reflect those umpires and mentors who require payment. Once complete, advise the treasurer.
- Work with mentors to determine beginner umpires ready for WDNA badge Schedule assessment, provide paperwork to assessors and scan, file and send completed paperwork to WDNA Umpire Co-ordinator

Ongoing

- Liaise with WDNA and Netball Queensland regarding umpire/official courses/ clinics/ workshops/ accreditation
- Work with the Secretary to maintain records of umpires/officials' services and accreditation
- Be point of contact and liaise with WDNA Umpire co-ordinator and umpire coordinators from other clubs
- Be an active member on the SLNC Team White Facebook page.



KNOWLEDGE/SKILLS

- Communicate effectively and has good interpersonal skills
- Conflict Resolution skills
- Positive and enthusiastic
- Maintain confidentiality on relevant matters
- Current National Accreditation (preferred but not essential)

PERSONAL ATTRIBUTES

- Effective and efficient work practices
- Be able to relate to a diverse group of individuals
- Ethical, honest, reliable and trustworthy
- Dedicated Club Person

OTHER

- Must have a Working with Children Card (Blue Card) if over 18, or an eligible Exemption card.

NOTES:	For further information regarding this position please contact Netball@Springfieldlakesnetballclub.com		
REVIEWED BY:	Jess Preston & Melissa Snell	DATE:	07/11/2025
APPROVED BY:	Belinda Lynch	DATE:	07/11/2025
LAST UPDATED BY:	Amy Culley	DATE:	06/11/2025