



Outer East Football Netball Position Description

Position Title	Umpire Manager
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Location	Kilsyth Centre of Excellence, Colchester Rd, Kilsyth
Reports to	CEO
Classification	Part Time or Full Time
Date Prepared	October 2022



Outer East Football Netball Vision, Mission, and Values

Vision:

Our stakeholders and our people sit at the heart of what we do and the decisions we make.

We strive to be industry leaders, respected for our innovative, collaborative approach to delivering outstanding outcomes for our community.

Accessible, inclusive and affordable, our games can be enjoyed and participated by all.

Mission:

Connecting, developing and growing our communities, through the games of Australian Rules Football and Netball.

Values:

Approachable, Connected, Supportive, Accountable, Trusted

Role Overview

Outer East Football Netball (OEFN) provides Australian Rules football and Netball competitions across the Outer Eastern Region of Melbourne, in the LGA's of Yarra Ranges, Casey, Cardinia, Murrindindi and Mitchell. OEFN provides a child safe, inclusive environment in which all clubs and individuals can aspire to reach their full potential in a healthy and safe manner.

The OEFN consists of 332 teams across its male and female football competitions, and female netball competitions. The OEFN has over 180umpires and more than 8,500 registered players.

The Umpire Manager works in conjunction with the CEO, Board of Management, and the Football Operations Department to oversee umpire administration and umpire development of the OEFN football umpires.

The successful applicant is expected to engage in coaching, establish and maintain appropriate umpire administration and management practices including recruitment, development and retention of umpires within an organised umpire group.



Responsibilities shall include, but are not limited to the following:

1. Coaching

- Conduct training sessions, including rules, rule interpretation and skills for Senior Field Umpires.
- Oversee coaching and appointments for Goal, Boundary and Junior Field Umpires.
- Be actively involved in all umpiring coaching programs.
- Provide instruction by the way of lectures or other educational forums to Umpires as part of their sessions where required.
- Appoint Field Umpires to Home and Away and Finals matches utilising Officials HQ program.
- Create and maintain an enjoyable culture to assist in the retention of existing umpires.
- Be approachable and available by listening to umpire's problems and providing guidance.
- Liaise with Club Coaches regarding meaningful / constructive concerns they may have.
- Responsible for the selection and appointment of all Coaches, Observers, and other required staff.

2. Administration

- Coordinate Umpire Accreditation Process.
- Liaise with AFL Victoria Umpire Department.
- Oversee payroll requirements relevant to umpire's department.
- Coordination and communication of Umpire Feedback Sheets.
- Be actively involved in the recruitment of umpires.
- Ensure umpire training venue needs are addressed and provided for.
- Formulate and distribute operational manuals.
- Coordinate umpire uniform and distribution.
- Various office, administrative and data entry duties.
- Responsible for Umpiring Department Budget.

3. Appointments

- Manage Appointments for all OEFN competitions by liaising with relevant Umpire Coaches
- Facilitate replacement of injured or ill umpires prior to and on game days.

4. Umpire Development

- Responsible for the ongoing conduct of Umpires Academies connected with the OEFN.
- Investigate recruitment opportunities of umpires through schools, Local Government and other sporting bodies in the OEFN area.
- Ensure regular communication with all registered umpires.
- Oversee OEFN development initiatives and programs.
- Manage and implement the National Umpires Accreditation Scheme Initiate development and deployment of strategies for the recruitment.
- Oversee retention of umpire initiatives.

5. Promotion / Events

- Liaise with Media Manager and utilise advertising mediums (e.g. Website and social media) to promote umpires and umpire development.
- Develop avenues to promote umpire recognition.
- Assist with the coordination of Umpire functions and events.
- Actively seek out funding opportunities to assist OEFN umpiring programs.

6. Miscellaneous.

- Respect and abide by the rules and by Laws of the OEFN and the Umpires Code of Conduct.
- Input into By Laws and rules of the OEFN.
- Review and submit any Video Incidents received for potential Reports.
- Other Duties as required, including assisting with hosting junior and senior finals.



Skills and Knowledge competencies	Professional Attributes
	<ul style="list-style-type: none">• Tertiary qualifications in Sports Management or similar qualifications desirable but not necessary.• Excellent verbal and written communication and public relation skills.• Strong attention to detail.• Previous experience in umpiring/ officiating in Australian football or other relevant sporting environment.• High level computer literacy skills.
	Personal Attributes
	<ul style="list-style-type: none">• Minimum advanced Coaching Accreditation and/or participation in Umpire Coach PD Program, or willingness to obtain/be involved.• Ability to manage and lead people.• Passionate about Football and Umpiring.• Proactive.• Approachable.• Self-motivated.• Strong character.• Team Player.• Strong work ethic.• Ability and willingness to work long and flexible hours and weekends.• Current Drivers Licence.• Working with Children's Check or willingness to obtain.



Key Relationships and Communications	Reports to:
	<ul style="list-style-type: none">• OEFN C.E.O.• OEFN GM Operations• OEFN Board
	Direct reports:
	<ul style="list-style-type: none">• Yarra Ranges Umpire Association (YRUA)
	External Communications
	<ul style="list-style-type: none">• OEFN Clubs• Yarra Ranges Umpire Association, including umpires• AFL Victoria Umpiring Department• AFL National Development Manager of Umpiring• Community Football Leagues• Local Government bodies and schools within the OEFN area
	Internal Communications
<ul style="list-style-type: none">• OEFN paid staff and volunteers• OEFN Umpire coaches and observers• OEFN Umpires	