



## **2026 JUNIOR APPOINTMENTS CO-ORDINATOR**

### **Role:**

The role of the Junior Appointments Manager is to facilitate the appointments of Junior umpires to the Outer East Junior Football League Competitions. You will also be responsible for any appointment changes and alterations that need to be made throughout the season for the Junior umpires.

### **Expectations:** Key expectations include but not limited to:

1. Using Officials HQ system to appoint umpires.
2. Be contactable throughout the week including weekends to make any late appointment changes that arise. This may require urgent attention from time to time.
3. Promote the enjoyment of umpiring to all current and aspiring members.
4. Appointment of umpires to junior games in a fluent, timely and efficient manner.
5. All appointments finalised into Officials HQ by 9pm Wednesday the week leading into the round of games.
6. Communicate and liaise with OE Junior Umpire Coaches Taylah & Georgia Priestley.
7. Present yourself in a professional and respectful manner.

**KPI's:** The following key performance indicators that will be utilised to assess your competency and areas for improvement:

1. Level and manner of engagement with the OE junior umpiring group.
2. The competency to appointment umpires to junior games.
3. Frequency of communication with the OE Junior Umpire Coaches.

### **Weekly tasks:**

1. Communicate with OE Junior Umpire Coaches around umpires ongoing performance that may impact appointments.
2. Appoint umpires to Junior games by **9pm Wednesday**.

### **Summary:**

In summary the junior appointments manager requires one to be punctual and reliable to complete appointments to all junior games in a timely manner and enter these into the Officials HQ system. They will also be responsible for any appointment changes that may arise after appointments have been released.

This position will be paid an honorarium. Regular reviews will be undertaken with OE Junior Umpire Coaches and OE CEO during the season.

**Note:** This position is subject to be terminated at any time if the service provided does not meet the expected requirements and expectations of Outer East Football Netball.



**Outer East Football Netball  
Competitions Limited**  
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Kilsyth 3137  
Phone: 9735 5448

Please complete and return the following by return email at your earliest possible convenience:

- Statement By Supplier Form
- Signed copy of this agreement
- Coaches Code of Conduct
- Copy of your Working With Children's Check

Signed:

Date:

Should you wish to discuss anything related to the position or included in the above please contact me directly on 0418 503 817.

Regards,

A handwritten signature in black ink, appearing to read "Brett Connell", with a stylized flourish at the end.

Brett Connell  
Chief Executive Officer  
**Outer East Football Netball**