



AFL CENTRAL VICTORIA POSITION DESCRIPTION

Position: AFL Central Victoria: Umpiring development & BUA administrator		Date: December 2023
Location: 45 Mundy St, Bendigo		
Organisation Environment	AFL Central Victoria is the region's premier sporting organisation supporting a constantly evolving grass roots base. The AFL Central Victoria organisation is responsible for growing and developing the Australian football code across the region.	
Objective of Role	<p>The Umpiring development & BUA administrator is responsible for the operations of the Bendigo Umpires Association (BUA) as well as the development, implementation and evaluation of the AFL National Umpire Plan including specifically:</p> <ol style="list-style-type: none">1. Umpiring across the AFL Central Victorian region2. The pathway for umpires into the higher competition3. The development of umpiring at community level <p>To be effective this role will work closely with the BUA board, the AFL State Leagues Umpire Managers and the Central Victorian Football Development Managers to implement the National Umpire Plan at community level.</p>	
Position Dimensions & Key Relationships	Reports to: AFL Central Victoria Regional General Manager & BUA Board	
	Other Key Stakeholders: <ul style="list-style-type: none">• BUA Board• BUA Field, Goal and Boundary Coaches• BFNL, NCFL, BJFL, LVFNL Boards• AFL CV Staff• BUA Umpires• AFL CV Commission• AFL CV Clubs• AFL CV Tribunal	

Key Activities

Umpire Administration

- Distribute and oversee all correspondence in and out for BUA and umpiring in the region.
- Prepare Agenda for BUA Board meetings with input from directors and keep and distribute minutes of the meeting within 7 days. Monitor key action items coming from these meetings
- Keep the master roll of members up to date.
- Drive performance of umpiring at all levels through the development and management of standardised performance curriculum, measures, and strategies (relevant to each level of the game)
- Prepare and administer the appointment weekly flow of information including processing in Officials HQ for production of weekly appointments, with distribution to all Leagues prior to weekend matches. Ensure that this paperwork is kept concise and in a manner that minimises mistakes and improves the billing process. You will be required to be at BUA rooms during winter between 5.30 – 6.30pm (Tues) and 6.30 – 7.00pm (Thursday)
- Deal with all matters relating to work cover and injuries & process claims if required
- To liaise with all members and to be able to provide advice or information to members as and when required
- Be responsible for ordering and issuing members with uniforms, recording and providing this information to the Treasurer in a concise and timely manner.
- Ensure that the designated Board member has umpire game tallies up to date. Inform chairman of upcoming milestones in a timely manner
- Oversee hire of Umpire Rooms and assist with management of BUA functions including invites and RSVP lists.

Umpire Recruitment / Promotion

- Manage the recruitment of umpires to the AFL Central Victorian region and broaden the recruitment processes to provide a deeper talent pool.
- Develop a planned introduction to umpiring with the Director of Umpiring for all new umpires to ensure that early experiences in umpiring are positive
- Oversee the development of local initiatives that promote the role of umpiring
- Oversee the development of strategies that promote umpire respect, inclusion and diversity

Umpire Accreditation and Resources

- Oversee the delivery of the national accreditation process for umpires.
- Oversee the development and dissemination of local resources that support the development and performance of umpires at all levels

Umpire Environment

- Ensure all AFL Codes and Policies relevant to umpires are documented, disseminated and available to umpires at all levels
- Work with AFL Vic to implement education programs that promote:
 - AFL Codes and Policies
 - Safe, welcoming and inclusive environments for all umpires
- Assist in providing a supporting environment where umpire welfare is a priority

Umpire Research & Evaluation

- Establish and maintain data collection processes to ensure the AFL Central Vic can identify and monitor umpire numbers, appointments and subsequent trends.

AFL Central Vic Tribunal

- Assist umpires with tribunal processes and notifications.

Budget & Financial Management

- Where required establish agreements with RGM/BUA Board to support the funding of key initiatives.
- Prepare Umpire payments
- Monthly Financial reporting
- End of Financial year Audit

Key Performance Indicators	Outcomes/KPIs
	<ul style="list-style-type: none"> • Ensure improved recruiting, retention and development of umpires at all levels in Central Victoria • Oversee the development, implementation and evaluation of the National Umpire Development Plan within agreed timelines and quality measures • All management responsibilities for the BUA Umpiring Departments are met within agreed timelines and expected standards

Key Selection Criteria	<p><u>Key Competencies</u></p> <p>Leadership & People Management</p> <ul style="list-style-type: none"> • Ability to develop a strong positive and healthy culture across a team • Strong interpersonal, communication skills and emotional intelligence • Ability to identify the systems and processes required to support key people focused projects • Utilizes appropriate interpersonal styles and methods to guide individuals or groups towards task accomplishments • Ability to develop a team culture <p>Stakeholder Management</p> <ul style="list-style-type: none"> • Ability to engage with key stakeholders in each league to develop and implement strategies and plans that create or support a high performance environment • Utilises strong interpersonal and communications skills to engage with key stakeholders • Ability to drive proactive and reactive media messages across a range of stakeholders <p>Innovation</p> <ul style="list-style-type: none"> • Ability to think outside the square • Ability to identify best practice across local and statewide sporting settings • Ability to gain buy in from staff on a new direction <p>Initiative & Reliability</p> <ul style="list-style-type: none"> • Takes responsibility for own actions and makes decisions without referring to others • Demonstrates follow through and task completion • Shows commitment to the organisation <p>Communication/Verbal Expression</p> <ul style="list-style-type: none"> • Able to identify relevant information from verbal and written communication • Able to express information in a clear and concise manner in both written and verbal formats • Able to communicate effectively with a wide variety of people <p>Project Management</p> <ul style="list-style-type: none"> • Able to establish an appropriate course of action to achieve a specific goal • Effectively utilizes project tools and plans to deliver outcomes • Ability to deliver outcomes when faced with adversity
-------------------------------	---

Experience & Qualifications

Mandatory

- Experience in working and developing team skills and bringing people together
- Experience in performing administrative tasks in a timely and efficient manner
- Experience in developing and implementing plans across a range of stakeholders
- Experience in developing and implementing systems and processes
- Knowledge of AFL
- Knowledge of challenges and issues that face community football

Desirable

- Experience in media management
- Umpire or Club Experience
- Background in umpiring or coaching

AFL Central Victoria Values

Proud to service the football and netball communities in Central Victoria



Note: This PD is subject to change as required and determined by AFL Central Victoria in consultation with the Region Commission.