

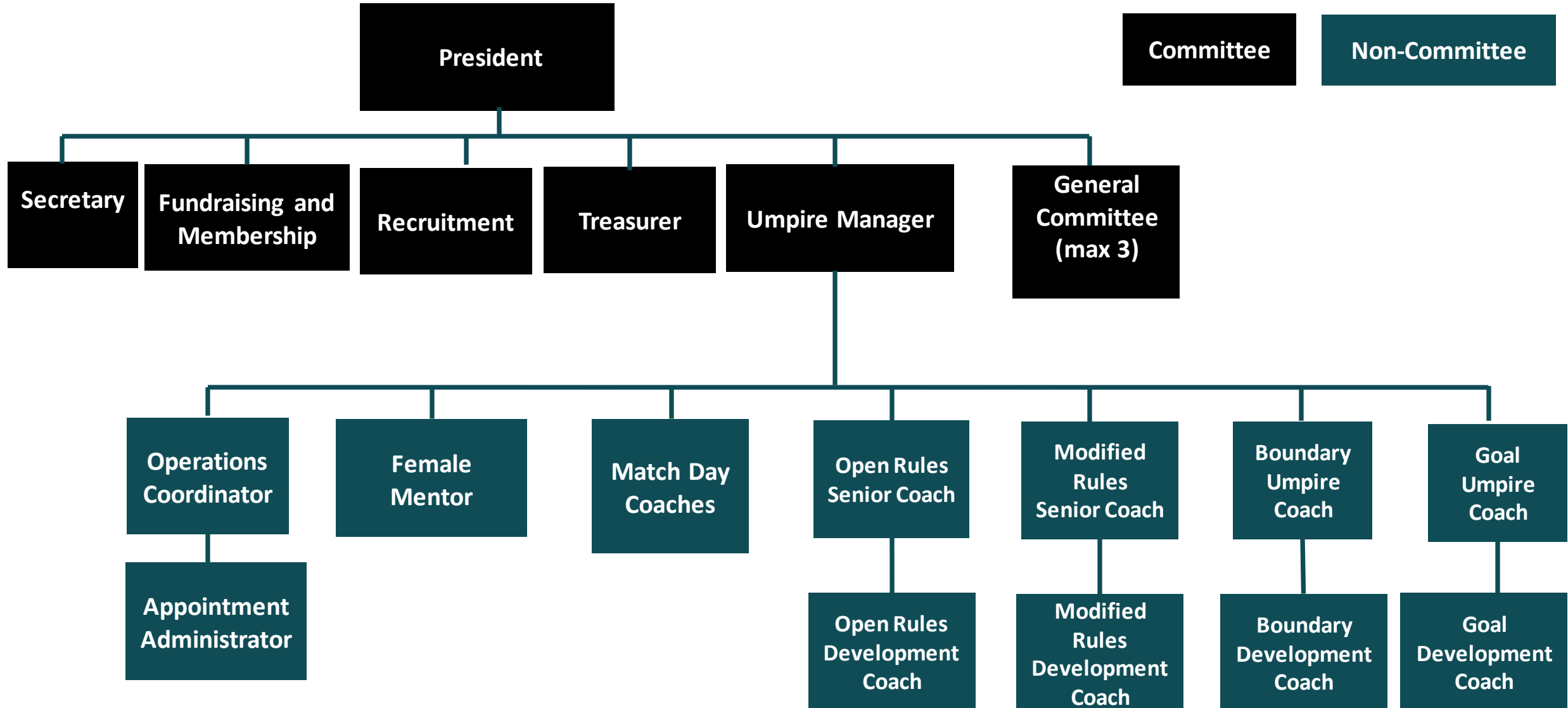


# 2024 Duties & Responsibilities

## Coaching and Operation Department



# SDJFUA Committee / Operations Structure 2024



## **Purpose of Position**

The Umpire Manager manages the coaching, education and training of Umpires to ensure that the Competition is serviced with well-prepared, professional and capable Umpires. The Umpire Manager manages the Coaching Staff who are responsible for the provision of effective ongoing support and guidance to Umpires.

## **Duties & Responsibilities**

- In conjunction with the WAFC, determine the strategic direction of the umpiring program.
- In conjunction with the WAFC and Treasurer, manage the umpire operations budget.
- Assist Recruitment officers in Umpire recruitment and retention strategies and activities.
- Appoint and manage the Coaching Staff in conjunction with Operations Coordinator
- Manage all tasks relating to the coaching, training and education of Umpires.
- Assist in managing all tasks relating to match operations.
- Coordinate with relevant stakeholders as required.
- Assist with administration all relevant databases and web systems; including but not limited to: Officials HQ .
- Attend and organize regular coaching and operation meeting throughout the year.
- Celebrate Milestone and achievements of umpires.
- Provide Manager reports to association and football clubs throughout the year
- Attend regular competition, Umpire Manager and committee meetings
- Attend WAFC workshop thought-out the year.

## **Purpose of Position**

The Operations Coordinator is responsible for all administrative and operational tasks relating to umpiring. The Operations Coordinator administers relevant databases, web systems and registers in order to maintain required Umpire data. The Operations Coordinator provides other administrative and logistical support as required.

## **Duties & Responsibilities**

- Coordinate all logistical requirements in relation to training.
- Coordinate the distribution of Umpire match appointments via OfficialsHQ.
- Provide other administrative and logistical support.
- Assist coordinating all tasks relating to the coaching and education of umpires in conjunction with coaches.
- Coordinate the appointment of Umpires to other WAFC sanctioned games (e.g. school competitions, etc). While liaising with respected coaches.
- Attend regular coaching and operation meeting throughout the year.
- Coordinate and manage reports and incidents over the weekend and liaiseing with Umpire Manager and respected coaches.
- Attend regular competition and Umpire Manager meetings when requested by Umpire Manager.

## **Purpose of Position**

The Appointment Administrator is responsible for all administrative tasks relating to OHQ and entering appointment. The Appointment Administrator, administers relevant databases, web systems and registers in order to maintain required Umpire data and appointment. The Appointment Administrator provides other administrative and logistical support as required.

## **Duties & Responsibilities**

- Manages all Officials HQ enters of umpire appointment.
- Coordinate with relevant position on upkeep of Officials HQ
- Manages all logistical requirements in relation umpire appointments.
- Manages the distribution of umpire match appointments via Officials HQ with assist from coaches and Operations Coordinator.
- Keeps track of all umpire's game count and milestone throughout the year.
- Coordinate Swans weekend split of games while working with Perth and East Perth Umpires Associations.
- Coordinate distributes of umpire's appointment to all clubs.
- May be requested to attend regular coaching and operation meeting throughout the year.

Please Note: The duties and responsibilities of Appointment Administrator is ongoing and will be adaptive throughout 2024.

## **Purpose of Position**

The Open Rules Senior Coach is responsible for the coaching, education and training of Open Rules Umpires. The Open Rules Senior Coach should ensure that these Umpires are engaged and are improving their umpiring skills, fitness and match control in order to cope with the challenges of umpiring higher grades.

## **Duties & Responsibilities**

- Coordinate all tasks relating to the coaching and education of the Open Rules Squad.
- Schedule training and all related activities for the Open Rules Squad.
- Work with the Development Open Rules Coach to determine Umpire match appointments.
- Provide match-day coaching of Open Rules Umpires.
- Coordinate the appointment of Match Day Coaches for Open Rules games.
- Identify and develop talented Umpires, including supporting the ongoing development of Umpires in the WAFL Development Squads.
- Work with the Modified Rules Senior Coach to development identify and progress umpires into the Open Rules squad
- Liaise with the Open Rules Development Coach and Umpire Manager to determine recipients of awards and Grand Finals.
- Attend regular coaching and operation meeting throughout the year.
- Attend WAFC workshop thought-out the year.

## **Purpose of Position**

The Open Rules Development Coach is responsible for contributing to the coaching, education and training of Open Rules Umpires. The Open Rules Development Coach will assist the Open Rules Senior Coach in the delivery of the Open Rules program.

## **Duties & Responsibilities**

- Assist in the scheduling of training and all related activities for the Open Rules Squad.
- Provide match-day coaching of Open Rules Umpires.
- Deliver the Trainee Umpire Program for Open Rules Umpires.
- Coordinate delivery of the AFL Umpire accreditation program.
- Work alongside with the Senior Open Rules Development Coach to determine Umpire match appointments.
- Attend regular coaching and operation meeting throughout the year.
- Attend WAFC workshop throughout the year.

## **Purpose of Position**

The Modified Rules Senior Coach is responsible for the coaching, education and training of Modified Rules Umpires. The Modified Rules Senior Coach should ensure that these Umpires are engaged and are equipped with, and developing, the fundamental umpiring knowledge and skills required.

## **Duties & Responsibilities**

- Coordinate all tasks relating to the coaching and education of the Modified Rules Squad.
- Schedule training and all related activities for the Modified Rules Squad.
- Assist delivery and education, training that is targeted to 1<sup>st</sup> Year Umpires.
- Work with the Development Modified Rules Coach to determine Umpire match appointments.
- Provide match-day coaching of Modified Rules Umpires.
- Coordinate the appointment of Match Day Coaches for Modified Rules games.
- Identify and develop talented Umpires, to progress to Open Rules Squad.
- Liaise with the Modified Rules Development Coach and Umpire Manager to determine recipients of awards and Grand Finals.
- Attend regular coaching and operation meeting throughout the year.
- Attend WAFC workshop thought-out the year.



## **Purpose of Position**

The Modified Rules Development Coach is responsible for contributing to the coaching, education and training of Modified Rules Umpires. The Modified Rules Development Coach will assist the Modified Rules Senior Coach in the delivery of the Modified Rules program.

## **Duties & Responsibilities**

- Assist in the scheduling of training and all related activities for the Modified Rules Squad.
- Provide match-day coaching of Modified Rules Umpires.
- Deliver the Trainee Umpire Program for Modified Rules Umpires.
- Coordinate delivery of the AFL Umpire accreditation program and First Bounce Certificate.
- Work with the Modified Rules Senior Coach to determine Umpire match appointments.
- Attend regular coaching and operation meeting throughout the year.
- Attend WAFC workshop throughout the year.

## **Purpose of Position**

The Boundary Umpire Coach is responsible for the coaching, education and training of Boundary Umpires. The Boundary Umpire Coach should ensure that these Umpires are engaged and are improving their umpiring skills and fitness in order to umpire at the grade required.

## **Duties & Responsibilities**

- Coordinate all tasks relating to the coaching and education of the Boundary Umpire Squad.
- Schedule training and all related activities for the Boundary Umpire Squad.
- Work with the Development Boundary Coach to determine Umpire match appointments.
- Provide match-day coaching of Boundary Umpires.
- Coordinate the appointment of Match Day Coaches for Boundary Umpires.
- Identify and develop talented Umpires, including supporting the ongoing development of Umpires in the WAFL Development Squads.
- Liaise with the Boundary Development Coach and Umpire Manager to determine recipients of awards and Grand Finals.
- Attend regular coaching and operation meeting throughout the year.
- Attend WAFC workshop thought-out the year.

## **Purpose of Position**

The Development Boundary Coach is responsible for contributing to the coaching, education and training of Boundary Umpires. The Development Boundary Coach will assist the Boundary Senior Coach in the delivery of the Boundary Umpires program.

## **Duties & Responsibilities**

- Assist in the scheduling of training and all related activities for the Boundary Squad.
- Provide match-day coaching of Boundary Umpires.
- Deliver the Trainee Umpire Program for Boundary Umpires.
- Coordinate delivery of the AFL Umpire accreditation program and First Bounce Certificate.
- Work with Boundary Senior Coach to determine Umpire match appointments.
- Attend regular coaching and operation meeting throughout the year.
- Attend WAFC workshop throughout the year.

## **Purpose of Position**

The Goal Umpire Coach is responsible for the coaching, education and training of Goal Umpires. The Goal Umpire Coach should ensure that these Umpires are engaged and are improving their umpiring skills and fitness in order to umpire at the grade required.

## **Duties & Responsibilities**

- Coordinate all tasks relating to the coaching and education of the Goal Umpire Squad.
- Schedule training and all related activities for the Goal Umpire Squad.
- Work with the Development Goal Coach to determine Umpire match appointments.
- Provide match-day coaching of Goal Umpires.
- Coordinate the appointment of Match Day Coaches for Goal Umpires.
- Identify and develop talented Umpires, including supporting the ongoing development of Umpires in the WAFL Development Squads.
- Liaise with the Goal Development Coach and Umpire Manager to determine recipients of awards and Grand Finals.
- Attend regular coaching and operation meeting throughout the year.
- Attend WAFC workshop thought-out the year.

## **Purpose of Position**

The Development Goal Coach is responsible for contributing to the coaching, education and training of Goal Umpires. The Development Goal Coach will assist the Goal Senior Coach in the delivery of the Goal Umpires program.

## **Duties & Responsibilities**

- Assist in the scheduling of training and all related activities for the Goal Squad.
- Provide match-day coaching of Goal Umpires.
- Deliver the Trainee Umpire Program for Goal Umpires.
- Coordinate delivery of the AFL Umpire accreditation program and First Bounce Certificate.
- Work with Goal Senior Coach to determine Umpire match appointments.
- Attend regular coaching and operation meeting throughout the year.
- Attend WAFC workshop throughout the year.

## **Purpose of Position**

The Match Day Coach is responsible for providing match-day coaching of Umpires. The overwhelming focus of this coaching should be on providing positive and constructive feedback that aids the Umpire's development.

## **Duties & Responsibilities**

- Deliver match-day coaching of Umpires at games where appointed.
- Provide positive and constructive feedback appropriate to the development stage of the Umpire.
- Complete a Match Day Review via the prescribed feedback system by the stipulated deadline.
- Provide feedback to the relevant Umpire Coaches and Umpire Manager on the performance of observed Umpires.
- Attend and contribute to Match Day Coaching Workshops provide either through Swans Umpire or WA Umpiring.
- May be requested to attend regular coaching and operation meeting throughout the year.

## **Purpose of Position**

The purpose of the Female Mentor role is to provide guidance, support, and empowerment to female Umpires as they navigate their umpiring journey. The mentor will serve as a role model and help foster a positive and inclusive environment for junior Umpires, with a particular focus on female participants. The mentor will play a pivotal role in developing their confidence, skills, and knowledge in the field of umpiring.

## **Duties & Responsibilities**

- Serve as a mentor and advisor to junior female Umpires, providing guidance and support at training sessions, games, and other related events.
- Foster a positive and inclusive environment for all junior Umpires, with a focus on empowering and promoting the development of female participants.
- Conduct regular one-on-one and group mentoring sessions to address individual needs, challenges, and goals of junior female Umpires.
- A commitment to promoting gender equality and empowering female Umpires.
- Liaise with Umpire Manager on improvement of female umpire program and needs that need to be addressed.
- May be requested to attend regular coaching and operation meeting throughout the year.

Please Note: The duties and responsibilities of Female Mentor is ongoing and will be adaptive throughout 2024.



# 2024 Duties & Responsibilities SDJFUA Committee





- Coordinate compliance with legislative obligations; including in relation to Working with Children Checks.
- Manage all takes relating to the running of the Association and committee.
- Liaise with Umpire manager on umpire and operational issues
- Communication to umpire on Association matters
- Manage running of events that the Association may provide to its members.
- Attend regular committee meeting and any other meetings that may be required through out the year.
- Attend operational and WAFC meeting when requested by Umpire Manager.
- Assist in maintaining and keep the Association constitution up to date.
- Be an authorized signing officer of the club.

Please Note: The duties and responsibilities of President is ongoing and will be adaptive throughout 2024.

- Assist secretary with maintaining accurate registers relating to Umpire data; including personal information, accreditation and Working with Children Checks.
- Coordinate umpires recruitment and retention strategies and activities with the WAFC and Umpire Manager.
- Manage new umpires sign up process.
- Monitor progress of new umpires until their first game.
- Manage registration of new umpire through online system; including but not limited Heja, Swans Website and OHQ
- Coordinate Swans Umpires Open Day and any other recruitment events.
- Attend regular committee meeting and any other meetings that may be required through out the year.

- Coordinate and manage existing sponsorship packages
- Coordinate and manage new sponsorship packages
- Coordinate new and existing fundraising events; including but not limited to raffles, good for footy and quiz night.
- Manage fundraising team at events or where applicable.
- Manager and apply for any external grants that may be applicable to the Association.
- Coordinate social events that are put on by the Association.
- Coordinate end of the year celebrate including presentation night and wind-up.
- Attend regular committee meeting and any other meetings that may be required throughout the year.

- Maintain accurate registers relating to Umpire data; including personal information, accreditation and Working with Children Checks.
- Manage committee meetings and coordinate meetings agenda and dates of meeting.
- Distribute and manage Committee meeting minutes.
- Maintain accurate website information.
- Manage and maintain the Association social media platforms.
- Manage and maintain the Association email and database platform.
- Provide other administrative and logistical support to the Association.
- Maintain and keep the Association constitution up to date.

- Prepare and present an annual budget for the club, in consultation with the committee to reflect income and expenditure at the first meeting of each year.
- Assist with the setting of annual registration fees based on projected costs and revenue streams.
- Set up and administer club accounts, and act as the primary point of contact between the club and its Bank.
- Oversee petty cash withdrawals and deposits up to an agreed limit as per the constitution.
- Maintain accurate club records for all income and expenditure.
- Prepare the Annual Accounts of the club and present them for audit each year. Ideally, Annual Accounts should be audited before the end of the November for the Annual General Meeting.
- Be an authorized signing officer of the club. Act as the primary payer of accounts for invoices rendered to the club.
- Seek ratification at committee meetings for payment of invoices.
- Liaise with external creditors and debtors.
- Attend regular committee meeting and any other meetings that may be required through out the year.

- Assist in administrative and logistical support to the Association.
- Provide support to Management committee where and when required.
- Manage umpire uniforms and ordering while working with Fundraising and membership to provide the correct sponsorship on umpire's uniforms.
- Attend regular committee meeting and any other meetings that may be required through out the year.

Please Note: The duties and responsibilities of General Committee Members is ongoing and will be adaptive throughout 2024.