



## Position Description: Junior Appointments Coordinator (2022)

<b>Position:</b> Junior Appointments Coordinator <b>Department:</b> Umpiring <b>Name:</b> <b>League:</b> AFL North Coast	<b>Date:</b> 8th February, 2022
<b>Over view of Role</b>	The position of Junior Appointments Coordinator involves the management and coordination of the entire junior umpire group to ensure they are provided guidance, support and resources to effectively deliver on their respective key tasks. The Junior Appointments Coordinator will be paid a set honorarium of <b>\$700</b> subject to performance.

<b>Key Relationships</b>	<b>Reports to:</b> <ul style="list-style-type: none"><li>• Umpiring Coordinator ACT &amp; Regional NSW</li><li>• AFL North Coast Football Operations Department</li></ul> <b>Direct Reports:</b> <ul style="list-style-type: none"><li>• Umpire Coaches</li><li>• Junior Field Umpires</li></ul> <b>Other Key Relationships:</b> <ul style="list-style-type: none"><li>• Clubs &amp; Stakeholders</li><li>• Other Appointed Umpire Coaches</li><li>• Local Umpires Association (if applicable)</li></ul>
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<b>Key Jobs / Tasks</b>	<ul style="list-style-type: none"><li>• Promote a positive image within and outside the local football community</li><li>• Manage the selection of umpires for weekly matches and enter appointments via OfficialsHQ no later than 10:00am Tuesday. This includes resolving declined appointments when necessary.</li><li>• Confirm weekly appointments are correct post-match to ensure the correct umpires are paid</li><li>• Assist with coordinating the umpire registration and accreditation processes</li></ul>
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	<ul style="list-style-type: none"> <li>• Member of finals selection committee for each discipline</li> <li>• Support the <b>retention</b> and <b>recruitment</b> of umpires through the delivery of strategies and programs as directed by the Umpiring Coordinator – ACT &amp; Regional NSW</li> <li>• Assist with following up on outstanding match day paperwork</li> </ul>
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<b>Review / Monitoring</b>	<p>It is expected that the Junior Appointments Coordinator will meet with AFL North Coast Football Operations Department and Umpire Coordinator – ACT &amp; Regional NSW to review his/her performance twice a year</p> <p>This will occur:</p> <ul style="list-style-type: none"> <li>• Mid-season</li> <li>• End of season</li> </ul>
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<b>Key Selection Criteria</b>	<p><b>Mandatory</b></p> <ul style="list-style-type: none"> <li>• Demonstrated high level interpersonal and communication skills</li> <li>• Ability to liaise and build relationships with a range of internal and external stakeholders</li> <li>• Sound knowledge of AFL Football and Laws of the Game</li> <li>• Working with Children Check valid for 2022</li> <li>• Abide by AFL NSW/ACT rules in relation to appointment to a match (refer below)</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Knowledge of online meeting platforms and social media engagement</li> <li>• Involved with or prepared to become involved in the AFL Umpire Coaches Professional Development Program and undertake Umpire Coach Accreditation.</li> </ul>
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## **AFL NSW/ACT Appointment of Umpires**

### **Appointment of Umpires**

(a) The League must ensure that all Umpires appointed by the League and/or Club are from a panel of Umpires that are approved by AFL NSW/ACT through the national Umpire registration process.

(b) Any senior field, senior boundary or senior goal umpire coach:

(i) shall be eligible to be appointed to any practice match or home and away match as required;

(ii) shall not be eligible to be appointed to a senior representative fixture match;

(iii) shall be eligible to be appointed to any grand final, with the exception of a senior (first grade or equivalent) grand final unless prior written approval has been granted by the State Umpiring Manager or an independent selection panel is in place.

(c) For the avoidance of doubt, any other field, boundary or goal umpire coach that formally holds a coaching position with AFL NSW/ACT (for example, but not limited to a state league umpires' coach or assistant coach) are not eligible to be appointed to Senior (first grade or equivalent) representative fixture matches or senior (first grade or equivalent) grand finals.

**Umpire Coach Manager Position Accepted:**      Date                    /                    / 2022

**Print Name:**

**Signature**