



SMJFL POSITION DESCRIPTION

Position Title	Director of Umpiring
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Location	South Metro Junior Football League
Reports to	SMJFL General Manager
Position	Full-time employment
Date Prepared	April 2015

Overview of Role	<p>The South Metro Junior Football League (SMJFL) is one of the largest independent junior football leagues in Australia, with over 390 teams, 9,500+ participants and 27 junior football clubs.</p> <p>Our aim is to be the most respected independent junior sporting league nationally. The successful applicant will work closely with the SMJFL administration to ensure efficient and effective management of the league, continuing its growth and development to take this proud and successful football league to the next level.</p> <p>This role is an administration and management role, not an Umpiring coach role.</p> <p>As a sports administrator, the Director of Umpiring will assist the league with the ongoing professional management of the SMJFL umpiring department, SMJFL competition and various football programs.</p> <p>The Director of Umpiring's role is to recruit, develop, retain and grow the number and quality of umpires for the SMJFL, whilst also managing the operational aspects of the SMJFL Umpiring Department.</p> <p>The Director of Umpiring will also assist the SMJFL with coordination and administration of the SMJFL competition and football programs.</p>
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Experience And Qualifications	Required
	<ul style="list-style-type: none"> • Current Working with Children Certificate (or ability to obtain) • Current Victorian Drivers Licence • Ability to communicate with a wide range of stakeholders • Well-developed computer skills
	Desired
	<ul style="list-style-type: none"> • Experience using Schedules umpire appointments program • Experience using FootyWeb • Experience working with volunteers • Experience with community football administration and networks • Minimum qualifications of Level One Umpires' Coach Accreditation or the ability to become accredited within twelve months of initial appointment • Knowledge of the SMJFL competition

Key Responsibilities	Management
	Assume the overall responsibility for the management of the SMJFL Umpiring Department.
	Coach Development
	<ul style="list-style-type: none"> • Consulting with the General Manager to appoint suitably qualified / accredited personnel to umpiring coaching positions. <ul style="list-style-type: none"> • Head Coach <ul style="list-style-type: none"> - Two Umpire Coach - One Umpire Coach - Boundary Coach - Mentor / Observer Coordinator • Accreditation Coordinator • Appointments Coordinator • Registration Coordinator • Payroll Coordinator • Create supportive umpiring coaching environments • Managing all support staff to ensure that the needs of the umpires and the SMJFL are being met at all times • Developing a coaching plan to be implemented by Coaches conducting coaching and skills sessions. Plans need to be: <ul style="list-style-type: none"> • Planned • Engaging • Interactive • Targeted • In line with green shirt program & level 1 accreditation program • Develop and facilitate modified rules accreditation program • Develop contracts and KPI's for all support staff that are measureable and achievable • Assessing operations and management of performance at the end of each season • Provide opportunities to participate in Umpire Development Programs such as: <ul style="list-style-type: none"> • Umpire Accreditation Program • AFL PD Program • Participation in Umpire Coach Professional Development Program
	Umpire Development
<ul style="list-style-type: none"> • Overseeing the coaching, training, development and observing within the SMJFL • Proactively recruit and manage the umpires with the intention to develop and implement annual recruitment / retention programs • Ensuring that umpires are appointed to matches that are appropriate for their level of competency • Promote AFL Victoria Umpire Development Pathways and Programs such as Interleague Programs and AusKick grid games. 	

Key Responsibilities (Continued)	<ul style="list-style-type: none"> • Assisting AFL Victoria’s Umpiring Development Manager in the promotion and facilitation of all umpiring development programs within the SMJFL region • Manage / oversee SMJFL umpire academies • Maintain visions & values, code of conduct for umpires & coaches • Facilitate professional development opportunities for SMJFL umpires
	Umpire Administration
	<ul style="list-style-type: none"> • Coordinate training / education sessions with SMJFL member clubs which will assist the league and clubs to improve match day behaviour towards umpires • Preparing the necessary SMJFL umpiring manual / communication • Implement a strategic appointments process incorporating input from coaches, mentors/observer, accreditation coordinator etc. • Ensure all appointments have been accurately entered into Schedules • Manage all umpires Insurance claims, including the collation of forms and forwarding to the SMJFL administration in a timely manner • Ensure that all entry and update of all umpiring data on FootyWeb • Coordinate umpiring functions • Manage the Umpiring Training venue (Moorleigh Reserve)
	Strategy
	<ul style="list-style-type: none"> • Make recommendations to the General Manager regarding identified areas of priority for improvement
	Football Operations
	<ul style="list-style-type: none"> • Support the Football Operations Manager in the running of the league • Be familiar with and work in accordance with the SMJFL Statement of Rules and SMJFL By-Laws • Conduct day-to-day functions of the SMJFL offices • Support the Football Operations Manager in the management of the interleague programs • Act as the Coordinator of all SMJFL Girls interleague programs • Other operational duties as directed
	SMJFL Events
	<ul style="list-style-type: none"> • Assist with the management of SMJFL events • Represent the league at events and meetings as required • Assist with the management of Lightning Carnivals & Finals Series • Regularly attend SMJFL matches as agreed with the General Manager
	Representation and Relationships
<ul style="list-style-type: none"> • Provide effective and active representation of the SMJFL at all levels • Develop and enhance the SMJFL’s relationships with stakeholders which include: <ul style="list-style-type: none"> - Member Clubs - AFL Victoria - Local government municipalities 	

Key Responsibilities (Continued)	Partners Program	
	<ul style="list-style-type: none"> Support the General Manager and Marketing & Administration Coordinator in the management of the Partners Program 	
	Leadership	
	<ul style="list-style-type: none"> Strong, effective leadership skills with the ability to inspire others to achieve the objectives of the SMJFL Ability to maintain discretion and confidentiality at all times 	
	Effective Communication	
	<ul style="list-style-type: none"> Superior presentation and communication skills Ability to be proactive and appropriately assertive in situations of personal or organisational debate and conflicts 	
Attributes	Relationship Management	
	<ul style="list-style-type: none"> An ability to manage, liaise with and build strong relationships with clubs, associations, volunteers, community groups and football bodies 	
	Passionate about football	Proactive
	Approachable and engaging	Innovative and creative
	Determined and results driven	Stakeholder focused
	Competent mediator and negotiator	Patient and diplomatic
Pro-active problem solver	Team orientated	
Key Relationships And Communication Requirements	Reports to	
	SMJFL General Manager	
	Direct Reports	
	<ul style="list-style-type: none"> Head Coach <ul style="list-style-type: none"> Two Umpire Coach One Umpire Coach Boundary Coach Mentor / Observer Coordinator Respective Academy Coaches Accreditation Coordinator Appointments Coordinator Registration Coordinator Payroll Coordinator Other Umpire Department staff as required SMJFL Girls Interleague Coaches 	
	Internal Communications	
	<ul style="list-style-type: none"> SMJFL Board SMJFL Football Operations Manager SMJFL Marketing & Administration Coordinator SMJFL Media Coordinator SMJFL Bookkeeper SMJFL Members Clubs 	
External Communications (Stakeholders)		

Key Relationships And Communication Requirements (Continued)

- AFL Victoria
- AFL Victoria Umpiring Department
- AFL Victoria Umpiring Development Manager
- AFL – Umpiring Department
- St Kilda Football Club
- Melbourne Football Club
- Victorian Amateur Football Association (VAFA)
- Southern Football Netball League (SFNL)
- Southern Umpires Association (SUA)
- Victorian Women’s Football League (VWFL)
- Other metropolitan or country football leagues
- Local Councils
- Local Media
- Local AusKick
- Local Schools

Appointment: Appointment will be subject to a 6 month probationary period