



## POSITION DESCRIPTION

**POSITION:** Umpiring Manager

**ORGANISATIONAL RELATIONSHIP:** Reports to Managing Director

**EMPLOYMENT STATUS:** Full-time

**OVERVIEW OF ROLE:** As Umpiring Manager, you will work in conjunction with AFL Cairns, AFL Cairns Juniors and AFL Cairns Women's League and their Boards of Management and Football Operations departments to oversee the umpire administration and umpire development for the three Leagues and their associated programs.

The successful applicant will coach the umpires and maintain appropriate umpire administration and management, including recruitment, retention and development of umpires within the umpiring group, in all disciplines.

**HOURS OF DUTY:** Whilst it will be generally expected that the incumbent will work Monday to Friday 8:30am to 5:00pm, flexibility in regards to working hours is required, particularly during football season, where weekend work and out-of-hours work will be required to ensure attendance at senior and junior football.

AFL Cairns will be open to the option of a six-day working week for during football season and a four-day working week during the off-season.

**SALARY:** Negotiable, based on qualifications and experience.  
An initial three (3) month probationary period will apply.

**KEY DUTIES & RESPONSIBILITIES:** As Umpiring Manager, your duties and responsibilities include:

- Oversee the coaching, training, development and observing of umpires within the AFL Cairns competitions, including Club umpires, and facilitate necessary replacements/amendments on game days for ill/injured umpires.

- Manage the appointments of umpires for AFL Cairns competitions,
- Appoint suitably qualified/accredited personnel to umpiring support positions when necessary
- Manage all support staff to ensure that the needs of the umpire's and AFL Cairns are being met at all times.
- Manage the implementation of the umpiring coaching plan
- Develop and implement an annual Umpiring Business Plan
- Manage performance assessment of umpires in all disciplines, including coordinating Umpire Accreditation process
- Review all AFL Cairns Seniors match day tapes in relation to incidents referred.
- Act as a member of AFL Cairns Match Review Committee and advise on necessary Reports
- Be proactive in the recruitment and management of umpires with the intention to develop and implement annual recruitment/retention programs, including school based recruitment programs
- Conduct Basic Umpiring Courses
- Promote the AFL Cairns Umpires Association to prospective sponsors
- Create and manage all umpiring budgets
- Organize/coordinate development trips for umpires, providing expose for Cairns umpires to umpiring talent pathways
- Liaise with AFL National Umpires Development Manager and AFL Queensland State Umpires Development Manager
- Attend AFL Queensland umpire training camps and conferences as required
- Apply for relevant funding and grants to assist umpiring and AFL Cairns Umpires Association
- Liaise with Tribunal member in relation to new laws and changes to laws interpretations
- Educate Club coaching staff and personnel on new laws and changes to laws interpretations
- Ensure all available resources are accessed by the AFL Cairns Umpires Association
- Implement AFL National Umpiring mentoring program
- Organize AFL "Green Shirt" recognition function and develop other avenues to promote umpire recognition, including Umpire function and events
- Attend AFL Cairns Senior, Junior and Women's League matches as required
- Other duties as required, including assistance with hosting finals.

**SELECTION CRITERIA:**

**Essential**

Qualifications:

- Minimum of Level 1 Umpire Coaching Accreditation and/or participation in Umpire Coach PD Program, or willingness to obtain/be involved.
- Working with Children 'Blue Card' (or ability to obtain same)
- Current Drivers Licence

Knowledge, Skills & Expertise:

- A thorough understanding of AFL football and Laws of Australian Football
- Ability and willingness to work long and flexible hours and weekends.
- Sound administration and computing skills
- Ability to lead and manage people
- Strong communication and public relation skills

**Desirable**

Qualifications:

- Previous experience in umpiring / officiating in Australian Football or other relevant sporting environment.
- The ability to field umpire Senior and Junior football

**WORK PLACE HEALTH  
& SAFETY  
RESPONSIBILITIES:**

The employee shall comply with the Workplace Health & Safety Act, Regulations, Codes of Practice and AFL Cairns Policies and Procedures and shall comply with instructions given by his or her Manager and/or Supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.

**FURTHER INFORMATION  
AND APPLICATIONS:**

For further information, contact AFL Cairns on 07 4042 3000.

Applications, in writing, should be sent to [admin@cafl.com.au](mailto:admin@cafl.com.au).  
Applications close 5pm Friday, 15 November 2013.