



**SOUTH BUCKINGHAMSHIRE NETBALL ASSOCIATION**  
**COUNTY UMPIRING SECRETARY**  
**Role Description**

**ROLE SUMMARY:**

To lead, support and deliver the strategic vision for officiating in the South Buckinghamshire Netball Association (SBNA)

**ESTIMATED HOURS:**

3-4 hours per week plus regional and national meetings as, and when required

**KEY TASKS:**

- Fulfil the responsibilities outlined in this role description and adhere to the EN Code of Conduct of the England Netball
- Provide strategic input to County Plans
- Recommend action on officiating matters of the SBNA
- Respond to county officiating queries in relation to Technical Support Group (TSG) led events and initiatives
- Work with County Treasurer to agree Officiating budget
- **Chair the Officiating (TSG) and lead the group to ensure they:**
  - Monitor and deliver the officiating section of the county plan
  - Work with England Netball staff to communicate relevant officiating information throughout the county
  - Communicate county officiating related information with England Netball via the County Chair
  - Work with County committee staff to establish an education and training calendar of courses and events including refresher courses
  - Support priority events and schemes
  - Work with county and region to promote and market officiating courses and events, helping recruit new officials and develop current officials
  - Support, develop and track talented officials
  - Ensure agreed acceptable standard of officials and offer development and support to achieve acceptable standard as appropriate
  - Coordinate county officiating expenses.
  - Undertake regular reviews of officiating rules and procedures
- Provide first approval of Officiating expense claims before passing to County Treasurer for second approval and arranging payment Reconcile expenses incurred against budget, highlighting to County Treasurer and SBNA Committee forecasted overspend
- To work on ad hoc projects delegated by the SBNA Committee
- Be an advocate for netball



#### **KNOWLEDGE & SKILLS:**

- A qualified C Award umpire or higher
- Strong interpersonal and communication skills
- Strong leadership and delegation skills
- Excellent planning, organisational and facilitation skills
- Good organisation and able to work to a deadline
- Presentation skills
- Confident user of technology
- Ability to manage a group of volunteers from a variety of backgrounds
- Officiating and mentoring
- Ability to build and maintain effective networks
- Flexibility and willingness to take on responsibility
- Good decision-making skills
- A current member of England Netball, Netball South and South Buckinghamshire Netball Association.
- To have appropriate confidentiality and handling of any sensitive of personal data in accordance with the EN Code of Conduct and Data Protection Policy
- Current and valid enhanced Disclosure and Barring Service certificate