

Position Description

SHSA – Umpiring Coordinator

Accountable to: Management Committee

Purpose

The purpose of the Umpiring Coordinator is to develop and oversee the implementation of the Annual Umpiring Plan.

Responsibilities and Duties

The Association Umpiring Coordinator undertakes the following tasks and holds the following responsibilities:

- Develops and implements an annual Umpiring Development Plan
- Maintain the umpiring accreditation records of the Association
- Provide written reports to the Management Committee containing details of all activities and decisions and copies of all correspondence of the Umpiring Committee by not later 1 week prior to each Management Committee meeting.
- Be available for all fixture competitions held by Suncoast Hinterland Softball in the 12 month period, unless prior authorisation to be absent is given by the Executive.
- Provide the Management Committee within ten weeks of appointment with a list of qualified umpires by name, contact number, address and current level held.
- Organises umpiring clinics for interested persons within the Association on an as needs basis however can also initiate interest with umpiring recruitment drives etc.
- Participates in umpiring information sessions conducted by outside organizations including Softball QLD and advises other Umpires of the information.
- Where applicable, the Umpiring Coordinator will organise and/or run umpiring clinics and demonstrations with local schools and member clubs
- Attend meetings of the Association to give updates on umpiring principles, changes etc.
- Keep an up to date list of registered umpires (in conjunction with the Registrar) and maintain expiry dates etc.
- Abide by the Officials Code of Conduct/Ethics and the SQI Constitution (Rules, By-Laws, Policies)
- Meet at least every 2 months with the Grounds and Fixtures Coordinators to discuss any issues that may have arisen.
- Ensure duties detailed in the *Umpiring Committee PD*, and any other duties as required are allocated and performed by Committee members:

1. Planning

- a. Organise a planning meeting (1st Umpiring Committee meeting) to develop an annual Umpiring Development Plan. This meeting must be held within 1-2 weeks of being appointed.
- b. Submit the plan to the Association Secretary/Management Committee for ratification.

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2. Budget

- a. Develop and implement an annual Budget on the template provided and submit to the Association Secretary 2 weeks after the SHSA AGM each year.
- b. Items to consider adding to the annual budget
 - i. Training shirts
 - ii. Training equipment/Clinics
 - iii. Umpires costs for Representative teams
 - iv. National Umpire Contribution
 - v. SQI Forums

3. Meetings

- a. Meetings must be held at least once a month, or when required
- b. An Agenda must be sent to all Committee members 1 week prior to the date of the next meeting, unless an urgent meeting has been called.
- c. The Umpiring Coordinator (or delegated person) is to take minutes at each meeting, and distribute to all Umpiring Committee members and the Association Secretary at least 1 week after the conclusion of the meeting.
- d. The Fixtures/Grounds and Umpiring Committees must meet at least every 2 months during the season to discuss any issues that may arise from time to time.

4. Education and training

- a. Organise and conduct Accreditation courses and training programs for SHSA members as per the Education and Training plan submitted to the Management Committee or as required.
 - i. Prior to conducting any accreditation courses:
 1. a form must be submitted (via email) to Softball Qld (admin@softballqld.asn.au) on the **form provided**. The Association Secretary MUST be cc'd into this email.
 2. The Umpiring Coordinator must also check that the dates have been confirmed with the Association Secretary.
 3. Book diamonds/rooms required through the Scheduling Officer/Secretary

5. Umpiring Allocations – Fixture Draw

- a. Assist the Scheduling Officer with Umpire allocations as required

Knowledge, Skills and Qualities Required

- Must hold at least a Level 1 Umpiring Accreditation and a current Blue Card
- Sound communication and negotiation skills
- Positive and enthusiastic approach
- Strong networking skills & the ability to establish & develop key relationships
- Well organised and ability to work independently

Estimated Time Commitment Required

The estimated time commitment required as the Umpiring Coordinator of Suncoast Hinterland Softball Association is approx. 3 hours per week on average.

Period of Appointment

The Umpiring Coordinator is appointed for a period of 2 years by the SHSA Management Committee.