



## State Umpire – Operations

### Position Description

#### Position Details

<b>Position:</b>	State Umpire – Operations Volunteer position
<b>Reports to:</b>	BV Umpiring Working Group Technical Officer
<b>Term</b>	Two years

#### Primary Purpose of the Role

The State Umpire - Operations is responsible for:

- Organising meeting agendas for the SUP meetings
- Arranging the EOI form for all state championships/events
- Arranging all travel and accommodation for umpires attending state championships/events
- Completing the appointments of umpires attending state and national events in consultation with the SUC
- Participating in the selection of umpires for state development squads and national events
- Assisting in the management the state umpire databases with the Technical Officer
- Supervising the state staff members – operations
- Any other relevant duties as assigned

#### Key Duties and Responsibilities

##### Assistance with the management of the SUP

The assistance required will include, but is not be limited to:

- Involvement in drafting and preparing documentation in relation to amendments to the Umpires' Code
- Input in selection of umpires for state and national tournaments
- Being required to act in the capacity of SU Elect in the event of incapacity or absence of that person for any reason, if selected by the SUC and Technical Officer

##### Attendance and participation in meetings

A requirement to attend and participate in meetings, when required, but not limited to:



- Annual SUC Meeting and Annual National SDU Meeting

### **Assistance with management of State Championships and other selected tournaments**

A requirement to assist the SUC, but not limited to:

- Selection of respective competition assessing Panels
- Selection of umpires to staff the respective championships
- Selection of possible candidates who are eligible to attempt a higher level of accreditation

### **Key Requirements**

- It is desirable for the person to have knowledge of the SUP
- A sound working knowledge of sport and officiating.
- Preferably a national level of umpiring or higher
- Ability to prepare documents and materials for the SUC
- Good administration, well organised with strong computer literacy
- Excellent interpersonal and communication skills

### **Personal Attributes**

- Well-developed interpersonal skills – self-motivated, enthusiastic, and disciplined
- Excellent negotiation, verbal and written communication and literacy skills
- Highly organised, with excellent time-management skills and an ability to cope with multiple tasks and rapidly changing priorities
- Ability to plan, prioritise, delegate and organise to meet deadlines
- Ability to deal with people at all levels in the organisation including volunteers
- Proactive, hands-on approach and ability to be flexible and adapt to changing responsibilities as required

### **Key Performance Indicators**

To be discussed with the successful applicant.