



Position Description – HUB COORDINATOR

Hub Coordinator: Volunteer Position

Reports to: BV Technical Officer & BV Umpiring Working Group

Term: Two years

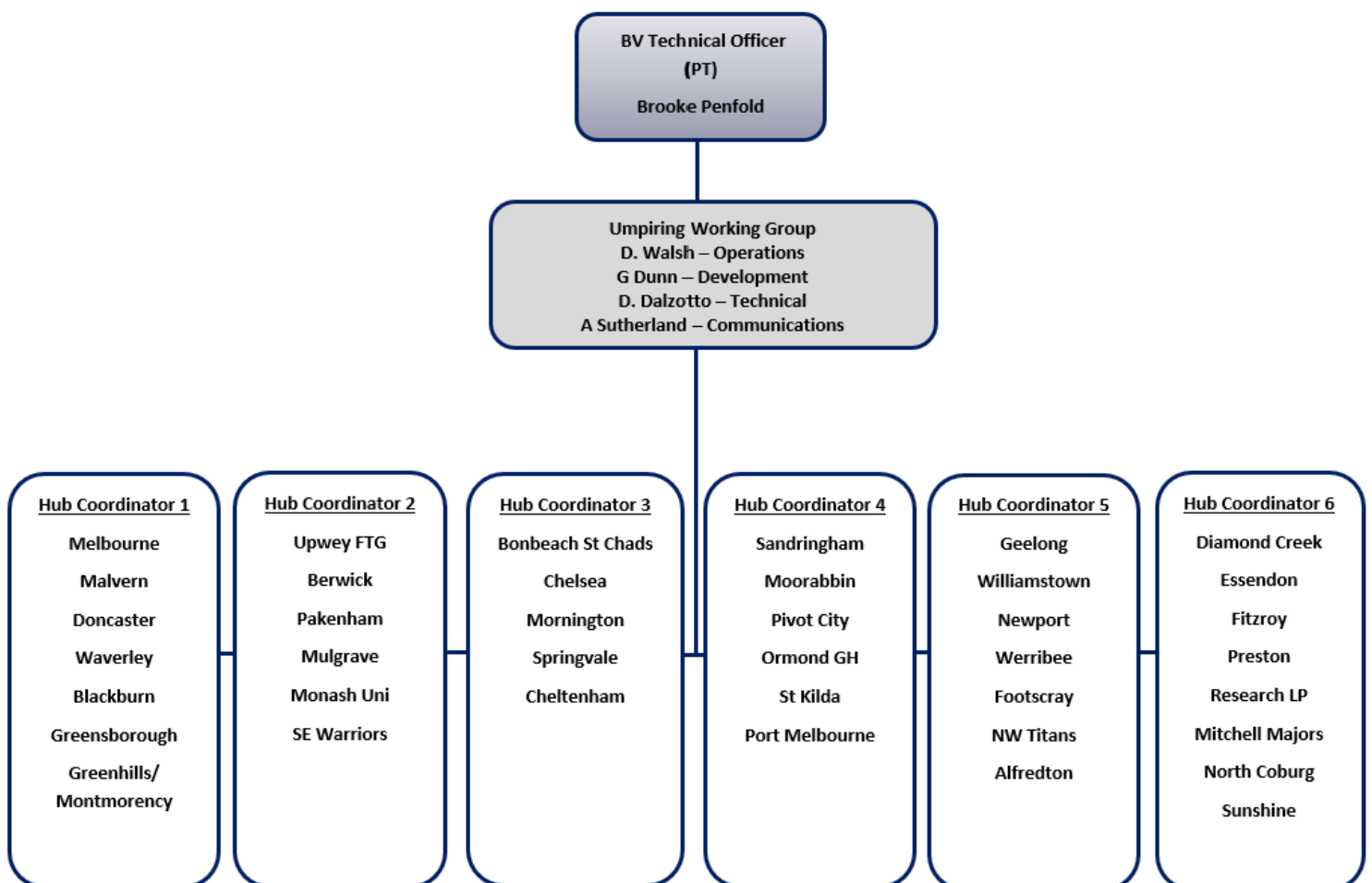
Primary purpose:

- 1) To create a cohesive group within the nominated hub by bringing club leaders together to:
 - a) Recruit volunteer grassroots umpires, equipment managers, and record keepers.
 - b) Arrange a community training roster with the Hub Coordinator for hub clubs.
 - c) Deliver the training program **'Behind the Mask Beginner Umpire Program'** (BTMBUP)

- 2) To maintain a record of all participants in the program, updating the BV Umpire register as milestones are achieved. **BV Umpire register is maintained by the BV Technical Officer*

The target pool of candidates to participate in the BTMBUP can be drawn from club level:

- Junior players who can be rostered to umpire other junior games
- Senior players who will be rostered to umpire junior or senior games
- Parents who wish to learn umpire basics and who may be available to help ad hock, or wish to be rostered to umpire junior games, Premier 3rds and 4ths, Women's Metro and Regional Metro games.



Each club will need to appoint the following personnel to assist the Hub Coordinator. These positions can be held by the same person.

1. **Club Leader** - responsible for recruiting volunteer umpires from within the club and appointing them to games
2. **Record Keeper** – responsible for recording of all appointed games, training attended by each individual and sending this information to BV Technical Officer
3. **Equipment Manager** – responsible for procuring all personal safety equipment needed by appointed club volunteer umpires

The Hub Coordinator is responsible for:

- Establishing relationships between beginner umpires, clubs, and the BV Umpiring Working Group
- Collecting data on who is to be trained as an umpire
- Arranging with the BV Development Officer, training dates, times and venues
- Deliver the training program ***'Behind the Mask Beginner Umpire Program'***
- Arrange for each club leader and their nominated assistants to be trained in the delivery of ***'Behind the Mask Beginner Umpire Program'*** with the assistance of the BV Development Officer

The Hub Coordinator is the link between the clubs and the BV Umpiring Working Group, supported by the BV Technical Officer.

Other Duties Include:

- Supporting the club personnel
- Game day critiques and on-field instruction between innings
- Entrusted link between the Hub Clubs and the BV Umpiring Working Group, supported by the BV Technical Officer

Key Requirements

- Must be an accredited level one umpire
- Completed (or working towards) AIS [Presenter, assessor and mentor training](#)
- A local established club network presence is desired
- Good communication skills

Personal Attributes

- Ability and desire to work in a team environment
- Proactive, hands-on approach and ability to be flexible and adapt
- Passion for baseball in general

Key Performance Indicators

- Submission of records back to BV on the following
 - Number of ***'Behind the Mask Beginner Umpire Programs'*** delivered
 - Number of umpires recruited and recorded in the hubs
 - Number of games covered by appointed umpires in line with the rosters set, and the records kept by the 'Record Keeper' and submitted to BV office