
Position Description

Territory Umpire Coordinator
(Part Time)

Updated: June 2018



Territory Umpire Coordinator	
Position Details	
<p>Department: Commercial, Competitions & Operations</p> <p>Reports to: General Manager, Commercial, Competitions & Operations</p>	<p>Positions Reporting to this Position: Nil</p> <p>Location: Canberra, ACT</p>

Primary Purpose of the Position

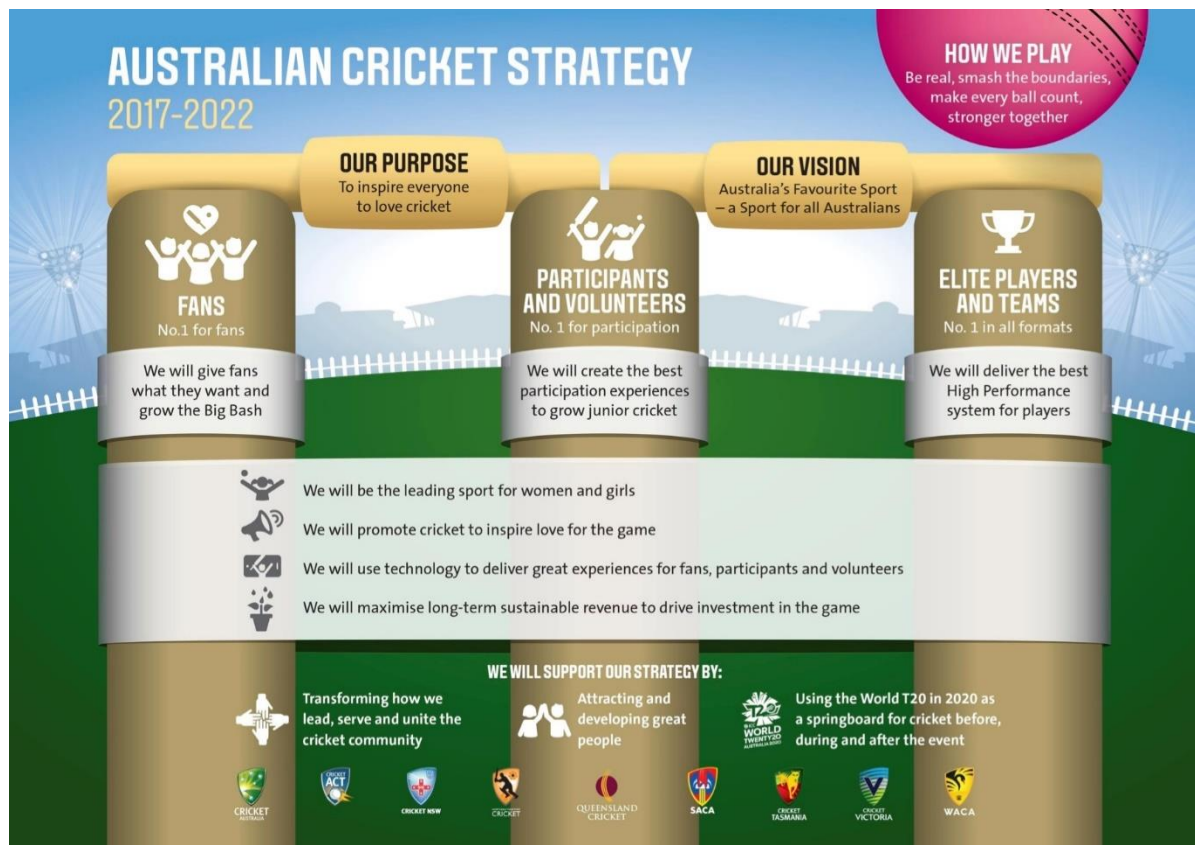
The position of Territory Umpire Coordinator (P/T) will have primary responsibility for the recruitment, training and retention of Umpires at all levels throughout the Territory. The role is part time, one day per week

This position undertakes important administrative functions such as round by round appointment of the Premier Cricket Umpire's panel and weekly review of participant feedback via Captains reports submitted following each game.

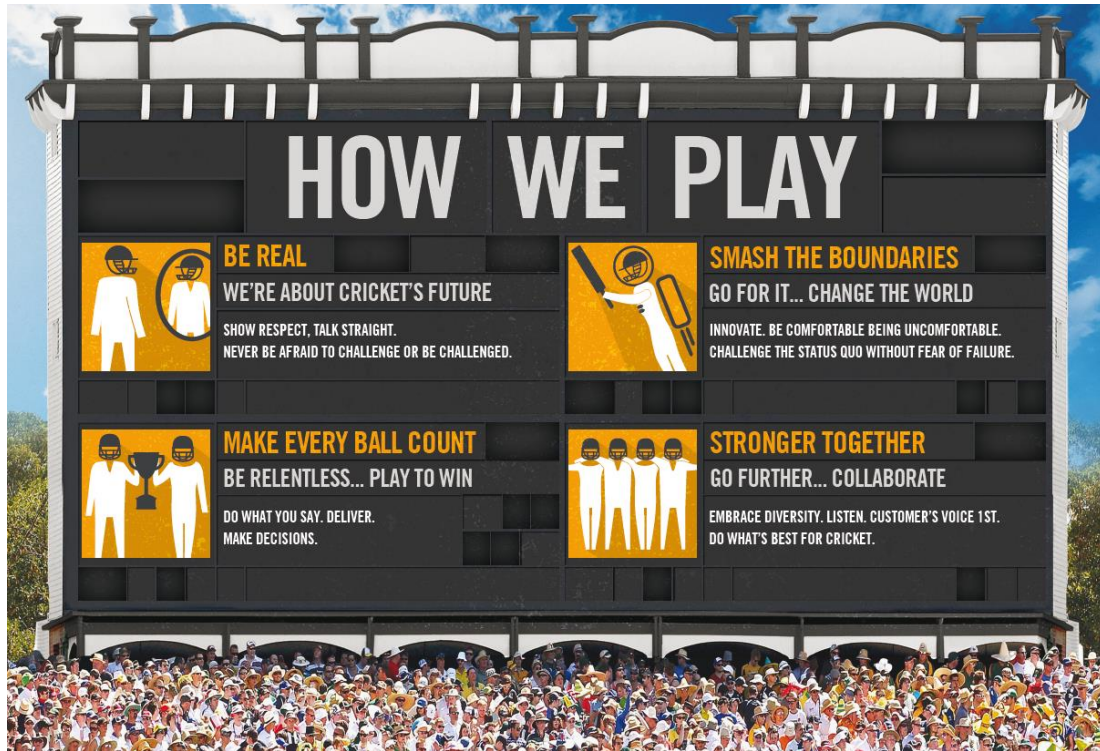
Subsequent training and counselling will be undertaken with a view to achieve ongoing individual and panel improvement.

Our Strategy

Cricket ACT is the peak sporting organisation responsible for the governance, development, promotion and administration of cricket throughout the Australian Capital Territory and our strategy is provided in the illustration below



Our Values



Selection Criteria/Position Requirements

Knowledge, Skills & Experience

- Well-developed strategic thinking skills
- Experience in membership management
- Personal qualities aligned to the values of the organisation
- Demonstrated ability to manage work priorities
- Exceptional communication and interpersonal skills with the ability to build relationships
- Outstanding organisational skills, experience managing conflicting priorities and high attention to detail
- Strong administration skills and experience in taking minutes
- Reliable and calm under pressure
- Capable of working independently and as part of a team
- Advanced computer skills and experience working with MS applications
- Current Drivers Licence

Key Responsibilities

Responsibility Areas	Tasks
General	<ul style="list-style-type: none"> • Oversee and be actively involved in the recruitment and training of umpires at all levels • Appointment of umpires to all Cricket ACT competitions and Cricket Australia tournaments • Examination and evaluation of captains' reports on the performance of umpires at Cricket ACT Premier Cricket level and follow-up with the umpires concerned • Plan, organise and facilitate the annual Cricket ACT umpires' seminar • Ensure Cricket Australia accreditation is maintained for all Cricket ACT panel members • Attend all Cricket ACT Umpires and Scorers Council meetings • Liaison with other state, national and international cricket organisations on matters pertaining to cricket umpiring • Provide regular feedback on their performance to appointed umpires at Cricket ACT Club and State level, with all umpires on the Cricket ACT panel to receive individual mid-season and end of season reviews • Make supplementary umpire appointments, in conjunction with Cricket ACT management, PCMT and Cricket Australia including but not limited to Youth Championship matches, Futures League 2nd XI matches, WNCL and WBBL matches and Cricket ACT Underage Male and Female Pathway Competitions

Training & Development	<ul style="list-style-type: none"> • Arrange venue and liaison with the lecture team deciding the format and scope of the annual umpire's seminar • Conduct and arrange suitable and extensive advertising for the ACTCU&SC annual seminar • Attend and oversee winter lecture evenings • Maintain and update lecture material, videos, PowerPoint's and generally monitor training and development resources • Answer general queries on umpiring and law interpretations received by Cricket ACT • Maintain liaison with the Cricket Australia on law changes and interpretations • Address the ACTCU&SC at monthly meetings on the Laws and Cricket ACT Rules • Constantly identify opportunities and methods to improve the training, development and management of umpires in ACT • Examine and pursue all available avenues for the introduction of promotion and training programs in schools, colleges and the like throughout metropolitan and regional ACT • Development of Junior's Umpiring program in conjunction with local associations and Game Development, Pathway Program
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Key Challenges

- The ability to build rapport in the region's cricket network based on trust and respect and establish oneself as a go to person for the representative players and staff
- Identifying and implementing systems and processes to streamline workflow and improve efficiency
- Ensuring strict attention to detail in order to promote high levels of professionalism both internally and externally
- Ensuring strict confidentiality is maintained always
- Building relationships with key internal and external stakeholders

Key Working Relationships

Internal

- CEO
- General Manager – Commercial, Competitions & Operations
- Finance and Business Operations Officer
- Manager - Competitions
- Manager – ACTive Cricket, Indoor & Tournaments
- Competitions & Administration Officer
- Communications and Events Manager
- High Performance staff

External

- Cricket Australia
- Cricket NSW
- ACT Cricket Umpires & Scorers Council
- Cricket ACT Partners
- Club Presidents & Coaches
- School Sport ACT
- School Sport Australia

This position is child related and will require a “Working with Children Check” or “Working with Vulnerable People” registration under the Human Rights Commission Act 2005 and the Child Protection (Prohibited Employment) Act 1998. It is illegal for prohibited persons to apply.

Territory Umpires Coordinator

GM – Commercial, Competitions & Operations

Name:

Signature:

Date:

Name:

Signature:

Date:
