



National Umpire In Chief – Operations Position Description

Position Details

Position:	National Umpire In Chief (NUIC) - Operations
Position Type:	Volunteer
Reports to:	National Umpiring Committee Executive (NUC Executive) Technical Project Coordinator (TPC)

Primary Purpose of the Role

The National Umpire In Chief (NUIC) - Operations is responsible for:

- Collaboratively working with the Softball Australia National Umpire Committee Executive (NUC - Executive), National Umpiring Staff and in collaboration with State Directors of Umpiring to effectively deliver Softball Australia's National Umpiring Program (NUP) and the umpiring components of Softball Australia's strategic plan.
- Developing, managing and implementing the NUP, including policies, procedures and reports in relation to the NUIC Portfolio,
- Organising meeting agendas for the NUC and SDU meetings
- Arranging the national EOI form for all National Championships/Events
- Arranging all travel and accommodation for umpires attending National Championships/Events and liaise with Member State
- Responsible for the appointments of umpires attending National Championships/Events in consultation with the NUC Executive
- Responsible for the management of National Championships and other selected tournaments
- Participating in the selection of umpires for Australian/WBSC-SD umpire development squads and international events
- Assisting in the management of the national umpire databases with the TPC
- Being a member of the National Events Committee
- Supervising the national staff members – Operations
- Preparing the Operations section of the annual report
- Any other relevant duties as assigned



Key Duties and Responsibilities

Assistance with the management of the Umpire Program

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 to the maintenance of structures associated with selection of international development squads
- Input in selection of umpires for international tournaments both in Australia and overseas

Attendance and participation in meetings

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

- Annual National Umpire Committee Meeting
- Annual National State Directors of Umpiring Meeting

Responsible for the management of National Championships and other selected tournaments

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

- Selection of respective championship TCU and Assessing Panels
- Selection of appointed umpires to the respective championships
- Selection of candidates

Requirements

- It is desirable for the person to have knowledge of the National Umpire Program
- A sound working knowledge of sport and officiating.
- Preferably a Level 6 or higher umpire
- Ability to prepare documents and materials for the NUC
- Good administration, well organised with strong computer literacy
- Excellent interpersonal and communication skills

Personal Attributes

- Well-developed interpersonal skills
- Excellent negotiation, verbal and written communication and literacy skills
- Self-motivated, enthusiastic and disciplined
- 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
- Commitment to Softball Australia's values: We are inclusive, innovative, collaborative, professional and act with integrity.

Key Performance Indicators

Will be discussed with the successful applicant.