

South Metropolitan Cricket Association

Position Description for Umpires Adviser

Position Title	Umpires Adviser
Report to	South Metropolitan Cricket Association (SMCA) President
Location	Various Metropolitan Areas within the SMCA catchment area
Hours	Anticipated Hours to be between 6 – 12 hours per week This will be dependant across weekdays and weekends as and when required primarily throughout the playing season Out of season will vary according to necessities required for planning and co-ordinating umpires for the commencement of the new playing season
Honorarium	An amount will be set and agreed by the SMCA Executive Committee every year The amount will be approximately \$9,000 to \$10,000 per annum

Responsibilities and Duties

The purpose of the Umpires Adviser is to manage, co-ordinate and advise the South Metropolitan Cricket Umpires Association (SMCUA) Umpires with regards to the South Metropolitan Cricket Association (SMCA) Competition.

The Umpires Adviser will be the sole person responsible for the strategy, growth and development of the Umpires that will be appointed within SMCA sanctioned matches.

The Umpires Adviser is the person to hold responsibility for all Umpires to be appointed to SMCA sanctioned matches and answer any queries of matters regarding to Umpiring in general to the SMCA Executive Committee.

The Umpires Adviser will be the preferred delegated person to convey all requested directives from the SMCA Executive Committee to the SMCA Umpires.

The Umpires Adviser may be the SMCUA delegate to relay any issues or requests from the Umpires Association to the SMCA Executive Committee that may arise from time to time.

Duties of the Role

Consider all applications for the appointment as a SMCA Umpire

Be responsible for the recruitment, training and development of Umpires in connection with Community Cricket Umpiring

Appoint Umpires to as many Association fixtures as possible, as well as to any other matches as the Executive Committee requires

Be the sole selector of Umpires for the Association Finals Fixtures

Be available and responsible to member clubs to discuss Association Umpiring

Observe the performance of all Association Umpires

Officiate and receive payment for officiating matches when necessary

Be available to advise SMCA Executive to any queries in relation to the fitness of grounds and pitches as required for any Association matches

Perform any other such duties as may be required under the SMCA Constitution

Required Skills and Experience

The Umpires Adviser should have a minimum of 10 years of Umpiring experience. This can be across all Associations and different levels of Cricket. Certain skills are required for the successful completion of this role. These include and are not limited to :

- Reasonable level of Communication skills
- Have a general computer literacy
- Have professional e-mail and written etiquette
- Have a strategic thought process

Key Performances Indicators

The SMCA Executive Committee will measure the performance of the Umpires Adviser based on the following Key Performance Indicators (KPI) :

Umpire Training 100%

- Creation of training for all Association Umpires prior to season commencement
- Implementation of training plan with a minimum of two (2) sessions within a season
- Minimum engagement level of 80% at training sessions

Umpire Assessment 100%

Complete umpire assessments of all Association umpires at Christmas Break and then again at end of season

Recruitment 100%

- Focus on recruitment
- Introduction of a recruitment strategy
- Recruiting a minimum of three (3) new Umpires per season

Retention 100%

- Focus on retention of current Association Umpires
- Maintain Association Umpire levels as best as possible at a minimum of approximately thirty (30) Umpires

Appointments 100%

Maintain a minimum level of appointments in line with SMCA grading arrangement

Club Engagement 100%

- Maintain good communication levels with all Association Clubs as and when required
- Maintain a focus on the completion of Umpire Reports as required by the SMCA by-laws
- Creation of Captains reporting / Umpire Reporting to be implemented in future seasons

Mentorship **100%**

Maintain a high level of mentorship for all Association Umpires
Maintain a widespread scope on ground check ins when available
All Umpires to have one (1) mentor catch up during each season

Sponsorship **100%**

Maintain existing Umpires Association sponsorship
Explore all new sponsorship opportunities

P & D Attendance **100%**

Be available to attend any P & D hearings as and when required
Provide advice and support to Umpires when attending P & D hearings