



## **JOB DESCRIPTION – Umpire Development Manager**

22 April 2009

**Responsible to:** Hockey Director

**Functional Relationships:** CEO, Umpire's Council, Development Manager, Tournament Manager, Administration Manager, Communications & Admin Coordinator, Accounts Manager, Associations and their Umpire Committees

### **Main Objectives**

1. To ensure the effective management, integration and delivery of all umpiring programs and services.
2. To ensure resources are managed effectively and accurate records are maintained.

### **Key Tasks**

1. Liaise with the Umpire Committee Chair
2. Attend Umpire Committee meetings
3. Manage the pathways for umpires and officials
4. Facilitate coaching seminars for umpires and technical officials
5. Facilitate accreditation courses for umpires, and umpire coaches
6. Monitor talented ID groups for umpires and co ordinate fitness programmes
7. Undertake Association visits to assist with their umpiring coaching and development programmes and provide sufficient resources to enable successful outcomes
8. Provide umpire information for the Hockey NZ magazine and monitor and update the umpiring website and database
9. Manage the day to day umpiring administration of Hockey NZ

### **Desired Outcomes**

- Prompt attention to requests
- Maintain clear and accurate records and complete tasks in order of priority
- Educate and inform on the procedures required
- High quality standard for National tournaments
- Increase the number and quality
- Quality umpires fit and available to be appointed to National tournaments
- To increase the number of competent umpire coaches and Umpires at all levels
- Establish lines of communication to Associations and individuals
- Efficient administration procedures