



ROLE DESCRIPTION FOR AN UMPIRES SECRETARY

The information below outlines the role, and skills and knowledge to look for in an Umpires Secretary.

ROLE

- To sit on the Abingdon Hockey Club committee and attend meetings.
- To have a vote on the committee.
- To be responsible for the management of the pool of umpires within the club.
- To ensure that all club umpires are paid up members of Oxfordshire Hockey Umpires Association and thereby have the requisite insurance.
- To book members of Abingdon Hockey Club who wish to train as umpires onto the appropriate training course.
- To ascertain umpire availability on match days and ensure each umpire knows what game they are umpiring, the time and place.
- To facilitate the provision of umpires for all teams requiring qualified umpires as necessary*.
- To help, where possible and in conjunction with team captains, with the provision of umpires for teams not requiring qualified umpires**.
- To be the point of contact with Oxfordshire Hockey Umpires Association for any matters arising in relation to Abingdon Hockey Club Umpires.

EXPERIENCE, KNOWLEDGE & SKILLS

- Good organisation skills.
- Ability to encourage and support club umpires.
- Good communication skills.

* Whilst the Umpires Secretary is responsible for ascertaining umpire availability and coordinating which games the umpires will be umpiring, it is recognised that the Umpires Secretary can only do their best with the umpire availability on any given week and whilst every effort will be made to provide umpires for all games requiring them, this may not always be possible if umpires are not available.

** For games not requiring qualified umpires it is primarily the Captain's responsibility to find umpires, but the Umpires Secretary will do their best to assist captains not requiring qualified umpires in finding appropriate umpires when needed and asked. However, it may not always be possible for the Umpires Secretary to find an umpire and games needing qualified umpires will take priority.