



---

**COMMUNITY HOCKEY – 2018 & BEYOND**  
**New Role – Umpire Officer**

---

**1. Introduction**

To grow our Hockey Community, umpires will be essential. To deliver meaningful and enjoyable competitions, umpires are essential. To win on the national stage, umpires add value.

In reviewing the resources to achieve the above, we have created new role called Umpire Officer. This person will be part of the Community Hockey team, and interact with all aspects of the Office and Community.

**2. The Person**

- Permanent, Part-time role
- Initial estimation is 15 to 20 hours per week
- Preferred candidate will have had umpiring experience
- May suit person with other working commitments
- Need to be flexible in hours worked – weekend and evening likely during winter season
- Some travel possible – Hockey NZ and other Association interactions

**3. Timing**

It is intended to advertise within the hockey community and on the Seek website in late January 2018. We hope to appoint an Umpire Officer by the end of February 2018.

Dated: 18<sup>th</sup> December 2017



## **POSITION DESCRIPTION**

**Role:** Umpire Officer

**Supervision:** Reports to the Community Hockey Manager

**Functional Relationships:** Chair – Umpires Committee, Competitions Manager, High Performance Manager, Office Support

### **Attitude**

- Solution Driven
- Able to work both on your own and with a team of like-minded people
- Enjoys sport
- Can relate to the community – young, old & in-between

### **Aptitude:**

- IT savvy - proficient with the Microsoft Suite (Word/ Excel) ,able to learn the hockey specific applications and familiar with social media
- Has hockey umpiring experience
- Strong communication skills – written and verbal

### **Duties:**

#### Main

- Manage the database of umpires
- Assist in the identification and retention of umpires
- Allocate umpires to competitions grades and games, according to abilities and feedback (includes Open, Juniors and Masters)
- Allocate umpires with appropriate skills to national tournaments
- Assist in the coordination and delivery of umpire development programmes
- Assist in the coordination and delivery of umpire forums
- Be able to provide input into the Hockey NZ umpire pathway development
- Provide support and communication liaison with the Umpires Committee

#### Plus

- Assist in communicating with the community
- Support for events being organised such as test matches, provincial and national tournaments
- Assist in any other tasks as identified to support the activities of Canterbury Hockey