

**UMPIRING SECRETARY**

**Role:**

* Coordinate allocation of umpires to all league and friendly fixtures for the season
* Produce a schedule of the allocation of umpires for the season
* Act as point of contact for the opposition Umpiring Secretaries
* Inform captains of weekly umpiring arrangements
* Confirm fixture details with the allocated umpires
* Inform umpires if match details are changed or the match is cancelled

**Useful Skills/Qualities**

* Good organisational skills
* Good administration skills
* IT literate
* A good communicator, both verbal and written skills
* Confident and effective communicator
* Friendly and approachable