

## Deputy Director of Umpiring (DDU)

### Your position description

Reporting to	Softball New Zealand National Umpire in Chief
Location	New Zealand
Team	National Umpiring Staff (NUS)
Status	Volunteer
Direct reports	Nil
Financial Delegation	Nil
Effective Date	1 May 2024

### Your organisation

#### Who we are

The Softball New Zealand Umpires are the national convenor of officiating softball in New Zealand. We work with Softball New Zealand and the World Baseball Softball Confederation (WBSC) – Softball Division in the development of the sport by delivering quality and professional umpiring to the softball community.

The Softball New Zealand umpiring programme is represented by three regions – Northern, Central and Te Waipounamu with a total membership of 240 volunteers of which 100 are qualified umpires.

#### Our role

As the national convenor of officiating we:

- Support Softball New Zealand in officiating the national tournament schedule for the season
- Report on the participation rates of our members
- Report on the growth and development of our membership
- Ensure the tools and resources of the WBSC – Softball Division are readily accessible by members of the national federation, our registered umpires and the softball community
- Promote local, regional, national, and international opportunities for our umpiring membership
- Maintain the highest level of softball officiating throughout New Zealand.

### Your role

As the DDU your primary focus is to provide leadership, strategic direction, and logistical support for umpiring in New Zealand. To do this, you must have an excellent comprehension of the Strategic Plan and its outcomes and align yourself with the view and direction of the SNZ Umpire in Chief, actively promoting and discussing them whenever required.

You will be responsible for delivering outcomes for the national programme that comes from the informed use of WBSCs officiating tools, resources, and related information.

Your leadership is important to the effective delivery of the national programme. As a leader you are responsible for planning logistical support towards the strategic direction of officiating in New Zealand.

The appointment takes effect at the beginning of the softball calendar year – June 1<sup>st</sup> and is in place for a two-year term until its next renewal.

You will be expected to:	To achieve this you will need to:	As a result, we will see:
Provide leadership	<ul style="list-style-type: none"> <li>• Communicate the direction of the Softball New Zealand Umpiring Programme</li> <li>• Shape the culture of the Softball New Zealand Umpiring Programme in line with its vision and values of its strategic plan</li> <li>• Provide leading edge thinking to influence and shape officiating in New Zealand</li> <li>• Support and contribute to ongoing reviews to identify issues and minimise any risks</li> <li>• Support the vision of the Strategic Plan, and the SNZ Umpire in Chief.</li> </ul>	<ul style="list-style-type: none"> <li>• You walk the talk of our values and behaviours in all you say and do</li> <li>• Our members understand the strategic direction and vision, and their role in achieving it</li> <li>• The programme delivers fit for purpose solutions and services to its members</li> <li>• Issues and risks are mitigated</li> <li>• Consistency of delivery of the outcomes.</li> </ul>
Provide operational management	<ul style="list-style-type: none"> <li>• Support and lead quality development / training programmes for the members ie regional and local clinics</li> <li>• Contribute to annual reports to Softball New Zealand</li> <li>• Administer the Softball New Zealand Umpiring Programme grading frameworks including assessing</li> <li>• Identify issues or risks, escalate as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• The programme meets the agreed needs of training and development and delivers on our core activities</li> <li>• Reporting reflects a true and accurate summation of activities in the region</li> <li>• Continuous review and improvement throughout all elements of your role</li> </ul>
Communicate effectively	<ul style="list-style-type: none"> <li>• Communicate ideas and information to different audiences in plain English.</li> <li>• Communicate clearly and concisely in all written and oral communications.</li> <li>• Share information and knowledge with others in a proactive, timely way that fits the purpose.</li> </ul>	<ul style="list-style-type: none"> <li>• You are understood by our community in both written and oral communication.</li> <li>• You write clearly and concisely</li> <li>• You communicate with your peers regularly.</li> </ul>

## How you do it

Leadership Behaviour	
Role Specific Behaviours	You will need to:
Planning and organisation	<ul style="list-style-type: none"> <li>The ability to prioritise, plan, delegate, and co-ordinate the actions of self &amp; others to achieve required objectives.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>The ability to clearly and confidently express and present ideas and information to individuals and/or groups.</li> </ul>
Team building	<ul style="list-style-type: none"> <li>The ability to work harmoniously and effectively with others</li> <li>Builds strong, high performing teams.</li> </ul>
Interpersonal skills	<ul style="list-style-type: none"> <li>To be open and honest and establish good rapport with people with whom you interact</li> <li>To be able to work effectively as a compatible member of the NUS.</li> </ul>
Achievement drive	<ul style="list-style-type: none"> <li>A genuine desire to participate in the ongoing development of the sport of softball.</li> </ul>
Knowledge	
Qualification	<ul style="list-style-type: none"> <li>WBSC – SD (WBSC) qualification preferred but not essential</li> </ul>
Knowledge and experience	<ul style="list-style-type: none"> <li>Minimum of six years softball umpiring experience</li> <li>SNZ umpiring badge holder</li> <li>Excellent communication skills – particularly oral and written - able to clearly express views in a variety of ways, adapt style to meet the needs of the audience and convince others to accept ideas/strategies.</li> <li>Excellent relationship management skills – able to establish, build and maintain effective working relationships.</li> <li>Consistently demonstrates sound judgement and is pragmatic, adaptable, open-minded, and has a forward-thinking style.</li> </ul>
Position Description Created and Review Dates	
Document Created by:	Softball New Zealand May 2024
Next review date:	May 2026