

## JOB DESCRIPTION

### Vancouver Island Field Hockey Umpire Coordinator

About Vancouver Island Field Hockey Umpires Association Field Hockey Victoria (FHV) is the over-arching organization for over 1,500 field hockey enthusiasts of all age. It is an umbrella organization for junior athletes, Ladies ([VILFHA](#)), Men ([VIFHA](#)), Umpires and various clubs, high performance programs and school's programs. The Vancouver Island Field Hockey Umpires Association (VIFHUA) guides the mentoring, development, promotion and administration of umpiring for field hockey on Vancouver Island.

#### Job Description

The VIFHUA Umpire Coordinator will be responsible for scheduling, assigning and communicating with Field Hockey Victoria umpires as per the game schedule demands for the VILFHA (ladies), VIFHA (men) and VMFHA (Vancouver Men's Premier) leagues.

This role will be the primary communicator to umpires about umpiring opportunities, education options and rule and league policy updates. In addition, this role will also track the attendance of umpires, their respective ratings and pay structure and all administration required for detailed invoicing for appropriate leagues and to ensure all umpires are paid accurately.

This position will report directly to the president of the VIFHUA with a functional report to the respective operations director(s) or administrators of the VILFHA, VIFHA and VMFHA leagues, as required.

#### Skills & Qualifications

- Excellent communication skills - verbal and written
- Superior organizational skills with the ability to manage and track multiple e-mails and schedules
- Experience in Microsoft Excel or Google Sheets particularly with linking sheets and simple formulas for invoice templating and pay calculations
- Knowledge of the VILFHA, VIFHA, VMFHA and the sport of field hockey and umpiring
- An understanding of how the Field Hockey Canada and FIH umpiring rating and education system works
- Ability to work varied hours as needed and respond to e-mails in the evening and on weekends with a less than 24-hour turnover during defined, peak times in the season

#### Key Responsibilities

- Schedule and assign umpires to appropriate games for the men's, women's and Vancouver Premier leagues
- Communicate weekly umpiring schedule in a timely fashion
- Maintain active umpire database complete with ratings and contact information
- Serve as a main point of contact to get information out to FHV umpires including other opportunities, educational courses or seminars, rule updates, etc.
- Tracking umpire attendance weekly in a detailed spreadsheet to be able to produce invoices twice annually
- Work with the VIFHUA as well as the VILFHA Director of Operations and VIFHA President and Administrator to achieve a streamlined and more efficient process to communicate, assign and track umpire allocations

## **Terms of Employment**

The VIFHUA Umpire Coordinator position will span the start of the first regular season games to the end of the playing season. This position will be paid an honorarium of \$2000 paid out in two payments, one in December and the final one in April.

### **To apply:**

Please e-mail a letter outlining your qualifications, experience and reason for application to Denise McGeachy, President of the Vancouver Island Umpires Association, at [denise.mcgeachy@gmail.com](mailto:denise.mcgeachy@gmail.com). Applicants are welcome to include any supplementary documentation such as a resume of related experience or letters of reference, as the applicant deems necessary. Applications should be submitted no later than Friday, August 31, 2018 at 8:00 pm.