

AIMS OF THE ACTCAUC AND ORGANISATIONAL PROPOSALS

AIMS OF THE ACTCAUC

The aims of the ACT Cricket Association Umpires Council are to advance the Four Pillars of Umpiring as established by Cricket Australia:

- High performance
- Education & Training
- Building the Brand
- Working with Stakeholders

To give effect to this the ACTCAUC will give priority to:

High Performance

- providing highly competent umpires for all grades of cricket in the ACT
- ensuring consistent interpretations of laws and rules are applied in each grade of cricket
- achieving recognition, by the ACTCA and the ACB, that the standard of umpiring in the ACT is commensurate with the highest national standards
- identifying and developing umpires for appointments above grade level
- adopting a professional approach to umpiring in the ACT
- maintaining an effective Appointments Committee

Education and Training (and Recruitment)

- recruiting and retaining umpires in numbers sufficient to supply well qualified and effective umpires throughout the ACTCA Cricket Communities (recognising that a large number of current members are aged 50, and that few members are aged below 30)
- developing the skills and competencies of all members including those who will umpire at junior levels and those are considered to have the potential and commitment to umpire at the highest levels
- establishing with the ACTCA appropriate means of introducing the Level 1 Pilot training program
- ensuring all umpires receive appropriate feed-back on their performance
- maintaining an effective Recruitment Education and Training Committee
- organising an annual seminar to develop umpiring competences
- organising monthly meetings to ensure appropriate attention is given to the Laws of Cricket and Field Craft
- providing support for new umpires
- promoting team spirit within the ACTCAUC

Building the Brand

- developing an organisational structure which will best promote the “four pillars” given the level of resources, both human and financial, available to the Council
- ensuring the principles of “The Spirit of the Game” are up-held
- ensuring unity, as far as practicable, in interpretation of “Spirit of Cricket” principles
- ensuring umpires are well prepared to instigate and pursue disciplinary issues
- developing a relationship of confidence and mutual respect with clubs and players
- promoting and protecting the interests and enjoyment of umpire’s in participating in the game of cricket
- developing a relationship with the media which will promote the broad aims of the Council
- adapting to a changing environment
- making full use of the capacities and availability of the members of a volunteer organisation-not overworking the active participants, including the executive
- develop relations with the sporting media
- maintaining a website to support umpires
- production of The Finger

Working with Stakeholders

- being pro-active in promoting the aims of the ACTCAUC, the ACTCA and CA
- ensuring strong liaison with the ACTCA-and effective reporting to members on this liaison
- ensuring strong liaison with CA-and effective reporting to members on this liaison
- ensuring the financial viability of the Council
- making a strong contribution to the administration of cricket in the ACT
- cooperating in the direction and management of cricket nationally
- developing constructive relations with State Umpire’s Associations
- developing relations with the Riverina Umpires’ Association
- encouraging the development of the Scorers Association

AN ORGANISATION TO PROMOTE THESE AIMS

(The Executive structure under the current strategic plan is at Annex A)

The proposed structure includes an eight member Executive Council

Positions with an asterisk are proposed as Executive Council positions.

CHAIRMAN*

Duties

- Chair regular meetings of the ACTCAUC
- Chair meetings of the Executive of the ACTCAUC
- Liaison with all Working Groups/Sub-committees established by the ACTCAUC
- Report, as necessary, to all regular meetings of the ACTCAUC

DEPUTY CHAIRMAN*

Duties

- In the absence of the Chairman, Chair regular meetings of the ACTCAUC
- In the absence of the Chairmen, Chair meetings of the Executive of the ACTCAUC
- Chair meetings of the High Performance Committee
- ACTCAUC Representative on the Grade Cricket Committee

Equipment Officer

- Reports to the Deputy Secretary on equipment issues

SECRETARY*

Duties

- Record monthly and executive meetings and arrange for the record to be made available to members
- Distribute as appropriate correspondence in and out for membership perusal prior to monthly meetings
- Maintain register of decisions by the ACTACUC and up-date the Statutory Rules
- Liaise with the Assistant Secretary on content of “The Finger”

DEPUTY SECRETARY

Duties

- In the absence of the Secretary record the monthly and executive meetings and arrange for the record to be made available to members
- Produce “The Finger”, including a section on Laws
- Co-ordinate arrangements for annual seminar

TREASURER*

Duties

- Formulate, in consultation with ACTCAUC Executive, Council budget and present budget to the ACTCAUC
- Written report to ACTCAUC monthly meetings on budget developments
- Represent council on ACTCA Finance Committee

FINANCE OFFICER

Duties

- Arrange payments on behalf of the ACTCAUC of match fees to umpires
 - Accumulate attendance details of umpires standing in games to produce expenses “bills” for ACTCA and supply these to the ACTCA
 - Produce statements on matches umpired and paid expenses for during pay period at the end of the period and distribute to members
- Arrange other payments on behalf of the ACTCAUC

MANAGER (HIGH PERFORMANCE)*

Duties

- Pursue the high performance objectives of the UC
- Member of the High Performance Committee
 - Deputy Chairman
 - Manager High Performance
 - Chairman of Appointments
 - Umpires Observer
 - Cricket Australia Liaison Officer (Director of Umpiring)
 - As elected
- Convene and Chair Appointments Committee for all grades of cricket in the ACT
- Advise General Liaison Officer and Website Manager of appointments

APPOINTMENTS COMMITTEE

- Chairman of Appointments
- Umpires Observer
- As elected

Duties

- Assist the Chairman of Appointments in making appointments
- Other assistance to the Chairman of Appointments

UMPIRES OBSERVER*

Duties

- Review captains reports on umpires
- Liaise with captains on issues raised in reports on umpires
- Report significant issues to meetings of the ACTCAUC and Executive
- Monitor umpires performance on the field by standing with umpires or observing from boundaries.
- Advise individual members on their performance during the course of the season.
- Report at the conclusion of the season to the ACTCAUC to show the numbers of umpires observed and in which grades during the season.

MANAGER (RECRUITMENT EDUCATION AND TRAINING)*

Duties

- Pursue the recruitment, education training and retention objectives of the UC
- Chair the Recruitment, Training and Retention Committee
- Manager (Recruitment Education and Training)
- Chairman of Examinations Committee
- Umpires Observer
- As elected

CHAIRMAN OF EXAMINATIONS AND TRAINING COMMITTEE

Duties

- Chairs Examinations and Training Committee
 - Chairman of Examinations and Training Committee
 - Umpires Observer
 - As elected
- Develops training courses for new members
- Convenes training courses for new members
- Develops training program for annual seminar

SOCIAL SECRETARY

Duties

- Introduction of new members
- Co-ordinate arrangements for Annual Dinner
- Arrange drinks/eats for members following monthly meetings as agreed by the Executive
- Propose and arrange social activities as agreed by the Executive

MANAGER (BUILDING THE BRAND)*

Duties

- Pursue the Building the Brand objectives of the UC
- Chair the Building the Brand Committee
 - Manager (Building the Brand)
 - General Liaison Officer
 - Spirit of Cricket Officer
 - Community Cricket Liaison Officer
 - Schools and Colleges Cricket Liaison Officer
 - Webmaster

GENERAL LIAISON OFFICER (NAME CHANGE DESIRABLE)

Duties

- Liaison with media for publication of appointments
- Liaison with for propagation of material pertaining to the ACTCAUC
- Obtain stories, reports from members to be used for media publication purposes
- Arrange advertisings for training courses

SPIRIT OF CRICKET OFFICER

Duties

- Promote awareness of responsibilities to umpires to up-hold the Spirit of the game
- Assist umpires with reporting to and attendance at meetings of the Disciplinary Committee
- Attend meetings of the Disciplinary Committee

COMMUNITY CRICKET LIAISON OFFICER

Duties

- Liaise with the ACTCA on umpiring issues related to Community Cricket initiatives
- Report to UC Executive and members

SCHOOLS AND COLLEGES CRICKET LIAISON OFFICER

Duties

- Liaise with the ACTCA on umpiring issues related to Schools and Colleges
- Liaise with peak bodies organising schools and college cricket
- Report to UC Executive and members

WEBMASTER

- Duties
- Maintain the ACTCAUC Website
- Develop the website in consultation with the ACTCAUC Executive

MANAGER (WORKING WITH STAKEHOLDERS)*

Duties

- Pursue the “Working with Stakeholders” objectives of the UC
- Chair the Working with Stakeholders Committee
 - Manager Working with Stakeholders
 - Cricket Australia Liaison Officer
 - ACTCA and Clubs Liaison Officer
 - General Liaison Officer

CRICKET AUSTRALIA LIAISON OFFICER*

Duties

- Liaison with Cricket Australia
- Written reports to ACTCAUC on meetings convened by CA and attended by the Cricket Australia Liaison Officer (CALO)
- Written reports to ACTCAUC on briefing provided by CA
- Circulation, through The Finger the ACTCAUC website or by other means information material provided by CA
- As requested by ACTCA and CA

ACTCA AND CLUBS LIAISON OFFICER

Duties

- Liaison with ACTCA
- Liaison with Clubs
- Attend, or arrange an alternate to attend, meetings of the Grade Cricket Committee
- Written report to meetings of the UC
- Written reports to UC on meetings convened by ACTCA and attended by the
- Written reports to UC on briefing provided by CA
- Circulation, through The Finger the ACTCAUC website or by other means information material provided by ACTCA
- Liaison with other association of umpires

PROPOSED ORGANISATIONAL STRUCTURE ORGANISATION CHART

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ANNEX A

Executive Structure under Current Strategic Plan

Council Position Duty Statements

The structure of the Council Executive element should be a Chairman, a Deputy Chairman, a Secretary and finally a Finance Officer. These will be the only positions defined specifically in the ACTCA constitution. In addition to this group there is to be a group of other positions that are filled for either part or all of the financial year to perform specific tasks as needed at a given time.

The duties of the executive are set out below

CHAIRMAN

The duties of the chairman are

1. Chair monthly membership meetings
2. Represent council at ACTCA meetings

DEPUTY CHAIRMAN

The duties of the deputy chairman are

1. Chair meetings when chairman not available or cannot chair meeting
2. Represent Council on Cricket Committee

SECRETARY

The duties of the secretary are

1. Take notes at monthly and executive meetings
2. Produce The Finger for membership
3. Distribute documents for membership perusal prior to meetings
4. Attend secretaries meetings for council
5. Publish in The Finger discussion questions on the laws from meetings
6. Maintain register of rule decisions
7. Arrange for copying and distribution of any and all documents necessary to the members

FINANCE OFFICER

The duties of the Finance Officer are

1. Formulate council budget
2. Represent council on finance committee
3. Report on expenditure versus budget to council
4. Liaise with accounting staff at ACTCA

The duties of the non-executive are set out below

DIRECTOR OF UMPIRING

This position reports to the chairman of the council. The duties of the position are

1. Duties as directed by the ACB

UMPIRES ADVISOR

This position reports to the chairman of the council. The duties of the position are

1. Review captains reports on umpires
2. Report general issues back to council at meetings
3. Report back to individual members on their performance during the course of the season. This could be as simple as a quick word prior to meetings that all things are going ok
4. Liaise with captains on issues raised in reports on umpires
5. Monitor umpires performance on the field by standing with umpires or observing from boundaries. A report at the conclusion of the season to show the numbers of umpires observed and in which grades during the season.

EXPENSES OFFICER

This position reports to the finance officer. The duties of the position are

1. Accumulate attendance details of umpires standing in games to produce expenses "bills"
2. Produce and supply to ACTCA billing documents each month on umpires expenses and bills to clubs
3. Forward billing documents to ACTCA
4. Produce statements on matches umpired and paid expenses for during pay period at the end of the period and distribute to members

CHAIRMAN OF APPOINTMENTS

This position reports to the deputy chairman. The duties of the position are

1. Chairs appointments committee
2. Arranges for publication of appointments in Canberra Times

CHAIRMAN OF EXAMINATIONS

This position reports to the deputy chairman. The duties of the position are

1. Chairs examinations and training committee
2. Oversees and runs umpire training courses

GENERAL LIAISON OFFICER

This position reports to the secretary. The duties of the position are

1. Liaises with media for propagation of material pertaining to cricket umpiring
2. Obtain stories, events etc from members to be used for media publication purposes
3. Vet any published material with secretary prior to publishing
4. Liaise with clubs, and other interested organisations
5. Arrange ads for training courses

EXAMINATIONS COMMITTEE MEMBER (2 POSITIONS)

These positions reports to the chairman of examinations. The duties of the positions are

1. Assist in the teaching at the training courses
2. Aid in the marking of examinations

The make-up of the sub-committee is

APPOINTMENTS COMMITTEE

1. Chairman of Appointments
2. Umpires Advisor
3. Director of Umpiring