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| **Role** | Somerset Umpire Secretary  |
| **Committee Status** | Non – Committee Role  |
| **Responsible to** | Officiating Lead  |
| **Working with** | 1. Club umpires regarding availability and fixtures
2. Officiating Lead regarding any issues with club officials
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**Roles & Responsibilities:**

1. Maintain a working list of club umpires including qualifications.
2. Organise umpires for the following;
	1. Senior Somerset fixtures
	2. Somerset pre-season trials
	3. Friendlies (where appropriate)
3. Be GNC’s main point of contact for other club’s Umpiring Secretaries.
4. Be aware of the rules and requirements of umpire qualifications for the relevant leagues.
5. Keep up to date with current umpiring guidelines to be able to advise and assist umpires where necessary.
6. Liaise with the Officiating Lead regarding umpire development and/or availability.
7. Carry out all roles and responsibilities in line with the GNC Privacy Policy and all other relevant policies and procedures.
8. Be a positive role model for GNC club members/ volunteers by upholding the GNC Code of Conduct and acting as an ambassador of the club.