



Role Description

Multi-Lane Umpiring Panel Secretary

TEAMWORK | OPEN TO ALL | COMMITMENT



Multi-Lane Umpiring Panel Secretary

The Multi-Lane Umpiring Panel (“MLUP”) is seeking to appoint a Secretary. The MLUP provides advice and guidance to maintain the consistency and standard of multi-lane umpiring in England and Wales, as well as assisting in the preparation and training of British umpires for World Rowing umpire licence examinations.

The MLUP reports to the National Umpiring Committee (on matters relating to multi-lane umpiring in England and Wales) and to the British Rowing Board when making recommendations for the nomination of British World Rowing umpires to international competitions.

The position of Secretary is unpaid and meetings and activities are typically conducted with other volunteer members of the MLUP in the evenings and at weekends. The MLUP typically meets once a year in person and three to four times a year by telephone.

The functions of the MLUP can be viewed in more detail on the British Rowing website [Committees and Panels - British Rowing](#).

The Secretary is a key member of the MLUP and is the first point of contact for Multi-lane candidates and our overseas umpires exchange partners.

Selection Criteria

Candidates applying to be Secretary of the MLUP should:

- have good knowledge of the sport from any background and a proven track record in umpiring;
- be a qualified multi-lane or World rowing umpire;
- have good organisational skills;
- demonstrate good written and verbal communication skills for liaising with multi-lane candidates, regional umpiring Chairs and British Rowing colleagues;
- demonstrate good interpersonal skills for communicating with overseas umpire colleagues on international umpire exchange schemes;
- be comfortable working with excel;
- have a flexible approach to the amount of time given to the role as this varies depending on the time of year, the Olympic and Paralympic sport cycle and current priorities.

Whilst it is not essential for the Secretary of MLUP to be a World Rowing umpire, the role does involve liaising with overseas officials as well as assisting to prepare GBR candidates for World Rowing examination.

Basic Duties

- WR and ER nominations (availability lists etc.)
- Exchange Scheme nominations (and liaise with Exchange Partners)
- Other international competitions (HIR, HIR BS, GB-FRA, Coupe, Coupe BS etc.)
- ML Endorsement Application forms
- WR/ML lists for Almanack and Handbook
- Organise MLC Seminar
- Organise ML Seminar
- Collate statistics and information for nomination meetings
- Organise ML written paper
- Organise ML practical examination
- Various meetings and minutes/notes
- Maintain MLUP records (many spreadsheets currently)
- Maintain ML and WR records/credentials in British Rowing ClubHub
- Ad hoc correspondence to WR (and former WR/FISA) umpires (seminars, website updates, new umpires, competition reports/expenses etc.)
- Collate reports from international competitions

Duties - in detail

September/October/November

- Start collating ML Duties spreadsheet and various other spreadsheets (GB Duties, ABC, ChampUmp, Summary sheet, etc.)
- Information from:
 - Collated from competition rotas (need to ask all competitions for a copy of their final rota)
 - Check paperwork and make sure RCC is included
 - Check ML Candidates reports
 - Check MLUP Rep reports
 - Check WR umpires' returns

October/November

- When prompted by WR and ER kick off the nomination process
 - Send out availability lists, nomination forms and involvement forms to WR umpires (availability lists are done by Google form now)
 - Collate responses and update all the various spreadsheets.
 - Prepare the WR and ER nominations forms with 'ticks' and produce a summary page.
 - Send all docs to MLUP Chair for forwarding on to British Rowing for signing and sending to WR.

- Note: The WR and ER lists must be approved by the Board, but the Exchange list is part of the MLUP's devolved powers so can be issued directly to the umpires and to the Exchange partners.

Mid-November

- Gather dates of ML regattas and confirm with the RCCs
- Generate the ML Endorsement Application Form.
- Circulate draft to MLUP.
- If draft OK circulate to RUC Chairs (check list of Chairs with NUC Sec).
- Must go out by end of November.

December

- Check competitions in Exchange scheme are happy to take exchange umpires for the forthcoming year.
- Write to exchange partners with offering for following year and ask for their nominations for our competitors.
- Build up availability list for exchange and other competitions.
- Send availability list out to our WR umpires (Google form)

January NUC Meeting (actions for MLUP Chair)

- Get list of ML candidates
- Take note of any retirees or resignations etc.
- Update MLUP records accordingly (Sec)

January

- Liaise with NUC secretary to pick up and retirements or resignations from ML list.

January MLUP Meeting

- Agree (or otherwise) the list of MLCs
- Agree nominations for remaining international competitions
- Arrange for names to be sent to the relative competitions
 - Exchange
 - Coupe * 2
 - Home International * 2
 - GB FRA Match
- Agree list of MLUP Reps for competitions

By end of Jan

- Send list of all exchange nominations to our exchange partners.

Early February

- e-mail to MLCs, their RUC Chairs and MLUP to confirm their acceptance. Include list of competitions and MLUP reps etc.
- Once they've accepted can add them to the MLUP's list.
- Send e-mail to all ML regattas (RCC and some OC chairs) with list of candidates and request that they be invited.
- Note – need to include a request that they are not called ML Trainees – they are 'ML Candidates'.
- Emails from competitions must go out bcc in first instance

Early February

- Check deadline for sending lists to BR for the Almanack and Handbook
- Generate lists for WR and ML and liaise with NUC secretary to make sure their list matches
- Send list of WR and ML umpires to BR.
- Note: these lists need to come from MLUP Sec. either as new lists or marked up lists from last year with changes indicated on all three tables (WR, ML, National).
- Welsh Rowing (RC) and Scottish Rowing (SR) umpires should only be included on our ML list if they are members of BR (i.e. they pay a BR sub)
- WR umpires from SR or RC go on our list
- Send list of MLUP membership to BR for Almanack and Handbook

Mid-February

- Send list of all exchange umpires to GBR regattas
- Start review of GB v WR rules document

Mid-February

- Make arrangements for online ML seminar sessions.
- Start generating and updating seminar material.
- Send letter out to ML Candidates and their RUC Chairs about the seminar.

Feb/March

- Should have received forms for Coupe de la Jeunesse nominations. Need to return these by the date on the form. These do not need Board approval, but CEO should be copied in.

March

- Online MLC seminars

Mid-April

- Send out email to all visiting exchange umpires with copies of the BR v WR Rules document and a copy of the current BR Rules of Racing.
- Send out slides of MLCs seminar (as pdf) to MLCs and their RUC Chairs

Summer (Ad Hoc)

- WR Umpiring Seminars
- Collate list of WR umpires who want to attend a seminar
 - Send list of umpires who want to attend a seminar to WR.
 - Note: need to watch the date carefully – must be done a month in advance.
 - Note: do not need to inform WR for people on juries.
- Collate international competition reports and store in central location

Late Summer

- Organize ML exam (both written and practical)
- Inform MLCs and their RUC Chairs

October

- Written exam, early October
- Practical exam, late October

Eligibility

British Rowing is committed to equal opportunities for all volunteers, and is actively encouraging and seeking interest from minority communities. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, and marriage and civil partnerships.