

**Manly Warringah
Netball Association Inc.**



Club Umpires Convenor Information Manual
Updated: March 2018

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Committee Contacts

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Nicole Hayward	NicoleHayward11_88@hotmail.com
Peter Gray	peter.r.gray@outlook.com
Jess Roach	jessroach2@gmail.com
Michelle Collins	forestncumpires@gmail.com
Hannah Creelman	hhauser@optusnet.com.au

Committee Responsibilities

RESPONSIBILITIES	COMMITTEE
Tier 1/2 Umpire Program	Haydn Mackay
Tier 3 Umpire Program	Alison Paine
Penalties	Peter Gray
Uniforms	Hannah Creelman
Newsletter/Social Media	Jess Roach
12yr Introduction to Umpiring	Michelle Collins
Carnivals	Nicole Hayward

Manly Warringah Umpiring Mission Statement

To promote, develop and enhance umpires and umpiring matters in accordance with the initiatives of the National Umpires Development Framework

Manly Warringah Umpiring Objectives

- To provide well trained umpires capable of officiating netball games at the local level;
- To work with club convenors to develop and nurture umpiring at all levels within MWNA;
- To establish correct techniques by disseminating rules and their interpretations in the best interests of the players of the game;
- To attract resources to benefit and support the growth, development and profile of umpiring;
- To facilitate and promote a network to assist clubs with the development of umpiring, with the view to increase the numbers of participants interested in umpiring;
- To equip our badged umpires with the skills and techniques of the game to be able to officiate at appropriate level of netball.

Manly Warringah Umpiring Commitment

The Association's Umpires Committee is committed and charged with achieving high quality outcomes by:

- Working together with clubs
- Striving for excellence
- Drawing on best practice documents from all levels of netball

Code of Ethics for Umpires

Umpires shall:

- Respect the dignity of all people
- Umpire to the Rules without fear or favour
- Uphold the standards of the National and International umpiring awards

Manly Warringah Club Umpire Convenors

Qualifications

Mandatory: Foundation Umpire Education Program (formerly Level 1)

Mandatory: Rules of Netball Theory Examination (Pass 70 %+)

Non essential:

- National Badge
- Enthusiasm
- Organisational ability
- Communicator
- Willingness to learn
- An open mind
- Sense of humour
- Calm & composed
- An understanding family

A key aspect of the club convenor's role is to promote umpiring by stressing the importance of developing quality umpires and encouraging others to see umpiring as an investment in our sport at all levels.

Duties

These can vary depending on the number of umpiring personnel within your club and the size of your club. At all times the club convenor should liaise closely with your club secretary, the MWNA umpires convenor and the appointed committee member. The club convenor plays an important leadership role within the club. The convenor sets the tone and standards of umpiring from junior through to senior.

Individual Club Contacts

The 2018 committee contacts for each club are listed below. The role of this person on the committee is to be the direct contact between clubs and the Umpires committee. This person is and will be the first point of contact for club convenors.

Convenors are encouraged to direct any and all enquiries regarding umpiring within their club to their individual contact.

Committee members will be charged with individual clubs for umpire development, course presentations and also will have information on club umpiring personnel that will best be able to assist with various tasks. Details of badged umpires within each club are now available to clubs through MyNetball.

Club	Committee Initial point of contact
Allambie	Hannah Creelman
Beacon Hill	Jess Roach
Belrose	Peter Gray
Collaroy Plateau	Haydn Mackay
Comets	Peter Gray
Cromer	Nicole Hayward
Curl Curl Sports	Haydn Mackay
Dee Why Beach	Alison Paine
Forest	Michelle Collins
Mona Vale Commodores	Jess Roach
Narrabeen Youth Club	Hannah Creelman
Narraweena	Haydn Mackay
Newport Breakers	Michelle Collins
Pittwater Peninsula	Nicole Hayward
Queenscliff	Michelle Collins
Seaforth	Jess Roach
St. Luke's	Alison Paine
Wakehurst	Nicole Hayward
West Dee Why	Hannah Creelman

Club Convenors – 2018

Individual club convenors and their contact details are available below (and also on the MWNA website under individual club contacts):

CLUB	CONVENOR	EMAIL
ALLAMBIE	Amanda McCormick	AMcCormick@aipm.gov.au
BEACON HILL	Mahine Edmunds	BHNUMPIRING@GMAIL.COM
BELROSE	Wayne Christie	wch16579@bigpond.net.au
COLLARROY	Karina Young	Kiz_young@hotmail.com
COMETS	Kimberly Randall	Kimberleycometsnetball@hotmail.com ;
COMMODORES	Fran Jones	f.jones164@hotmail.com
CROMER	Tammie West / Jen Downes	cromernetball@gmail.com
CURL CURL SPORTS	Cathy Hurditch	president@curlcurlsportsnetball.asn.au
DEE WHY BEACH	Vince de Luca	Vincentdeluca@bigpond.com
FOREST	Michelle Collins	forestncumpires@gmail.com
NARRABEEN	Angela Jones	nycnetballumpiring@gmail.com
NARRAWEENA	Jo Stepto	Jm.stepto@optusnet.com.au
NEWPORT	Jen McDowell	jen.a.mcdowell@gmail.com
PENINSULA	Michelle Marks	mlmarks06@gmail.com
QUEENSCLIFF	Gill Anderson	umpiring@queenscliffnetball.asn.au
SEAFORTH	Helen Campling	campling@bigpond.net.au
ST LUKES	Rosie Campbell	rcampbell@stlukes.nsw.edu.au
WAKEHURST	Nicole Hayward	umpiring@wakehurstnetball.com.au
WEST DEE WHY	Julie Couston	julie.couston@bigpond.com

Manly Warringah Umpiring Calendar – 2018

Details of all important dates are maintained on the Manly Warringah Website under “Calendar” which can be found at: <http://mwna.nsw.netball.com.au/events.aspx>

Club Allocation of Umpires

Shortly after the final grading has been completed, the umpires committee will meet to allocate clubs to all competition games for the entire season.

As a general rule the following formula is applied when this allocation occurs (note that this will be dependent on grades each year and is used only as a guideline).

Grades will umpire	Teams
12 year grades	10 year teams
13 year grades	11 year teams
14 year grades	12 year teams
15 year grades	13 year teams
Senior / 17 year grades	14 year teams
Senior teams	17 year teams
The following grades will umpire each other's grades	
A	AR1
AR2	AR3 and so on depending on the number of grades for the season

It is the responsibility of each club to produce an umpiring roster with names of umpires allocated to each game for the entire season. This roster must show the umpires by name and team and be forwarded to the MWNA umpires convenor.

In 2018, we will continue to use lists that have the names of umpires on the sign on sheets. This places a greater responsibility on umpires when it comes to their umpiring duties. Changes will be permitted to be made up to close of business on the Wednesday prior, after this time the weekly sign on sheets will be printed with the supplied names. Any late changes that are made after Wednesday deadline are to be submitted to the duty umpire on Saturday morning for manual adjustment.

Over recent years there have been a large number of junior umpires playing in the senior grades, whilst this is acceptable from a competition point of view, those players under the age of 16 will not be permitted to umpire senior grades unless prior approval has been given by a member of the umpires committee. Approval must be sought **prior** to the game day in which you have allocated a junior to umpire. This is to prevent negative experiences for our junior umpires. Where club convenors identify talented juniors, they should be referring these to MWNA for consideration of inclusion within the MWNA TID program.

The number of games each club is allocated will vary according to the number of teams, age groups, timeslots and court configurations for each season. In 2018 this guideline will be used

- 9:00 games will be umpired by teams playing at 10:20
- 10:20 games will be umpired by teams playing at 11:40
- 11:40 games will be umpired by teams playing at 1:00
- 1:00 games will be umpired by those teams playing at 2:20
- 2:20 games will be umpired by those teams playing at 3:40
- 3:40 games will be umpired by those teams playing at 2:20

Convenors are advised to inform senior teams that if they play at 2:20 then they could be allocated to umpire at 1:00 AND/OR 3:40

How well each convenor disseminates this information will directly impact the number of phone calls and emails they will have to make throughout the season.

Penalties

Competition Umpiring

Neutral umpires are allocated to all games except NetSetGo games. Each club provides two (2) umpires for each game rostered. Where a club is rostered for stand-by duty, two (2) umpires are required to check off at the Umpires' Control 20 minutes prior to the game.

Failure to check off and complete umpiring or stand-by duties will result in the club rostered for that game having to fulfil two umpiring penalties. All penalties are to be cleared no more than three (3) playing days after the penalty was incurred but at the end of the season all penalties must be cleared by Game 14.

If penalties are not cleared in the due time, each outstanding pecuniary penalties will be incurred together with the loss of two (2) competition points.

A penalty incurred by a senior may only be cleared by a senior player or badged umpire (junior umpires may not be paid by senior teams to complete their penalties), but a junior penalty can be cleared by any player capable of umpiring.

A penalty incurred in a morning time may only be cleared in a morning time and only by a player capable of umpiring the grades at that time slot (see above table). A penalty incurred in an afternoon time may only be cleared in an afternoon time.

When completing penalties, umpires must check off at Umpires' Control 15 minutes prior to the game with a completed penalty slip, and must inform the Committee Member at check in desk that they are there to complete a penalty (not as a standby)

Each convenor will receive an email after each day's play with any penalties incurred on that day. Convenors will have 48 hours to dispute any penalty with supporting evidence as to why a penalty should not be issued, after this period all penalties will stand and therefore need to be cleared.

With all games having named umpires, if a penalty is to be issued it will make it an easier process to allocate penalties to teams appropriately.

A convenor is allowed one (1) "convenor error" throughout the season which entitles them to "void" one umpiring allocation (based on error not just an umpire who failed to turn up).

Procedures & Protocols – Saturday Umpiring

Saturday Fixtures (Rounds 1-14)

Before the game

- Umpires must check in at the umpire's table, which is situated upstairs in Curl Curl Sports Club at least 20 minutes prior to their scheduled game time.
- Clubs should advise umpires that checking in at the umpires table first is vital and they must not go directly to their court, as court changes may occur.
- Failure to check in by 5 minutes prior to game time will result in stand-by (or penalty) umpires being allocated to the game, and penalties being awarded to the umpire/s who have failed to check in.
- Umpires who have other roles on a Saturday (playing, coaching, managing) may sign in for their game during an earlier timeslot to avoid racing between courts and the clubhouse during games.
- The umpire must check in personally for their duty. Parents and coaches are not permitted to check in for an umpire. (This allows the committee member on duty to physically see an umpire).
- For health reasons, each umpire should have his or her own whistle. Whistles are for sale at the umpire's table.
- It is the responsibility of each umpire to ensure that they meet the required dress standard to umpire (whites or full club playing uniform). Umpires will not be checked in until they are appropriately dressed (including footwear).
- To ensure a smooth and efficient check in process umpires are required to know their court number prior to arriving at the check in desk. Checking off slips can be found in the appendix section of this manual to assist convenors in their communication with umpires.
- Umpires allocated as stand-by and umpires completing a penalty are required to meet the same dress standards, and have their whistle ready as they could be called upon to umpire at very short notice.
- As a stand-by duty is the same as an on court umpiring duty, umpires will be required to stay at the umpires check in table for the duration of the timeslot. The committee member on duty will advise stand-by umpires when they can leave. Stand-by umpires who fail to stay for the duration of the game will incur a penalty.
- Any necessary change of umpires during a match must have the approval of the committee person on duty **before** any change can be made.

Injury & Illness

- For normal rounds (1-14), an injured or ill player, or one with blood will have 30 seconds to leave the court. Substitutions and team changes may happen during this time. Time is not added to the end of the quarter.
- In the finals series time is held (as per above) and added to the end of the quarter in which the stoppage/s occurred. If this time is minimal, further quarters may continue to be centrally timed, however if the injury time is sufficient, further quarters may be individually timed.

Finals Series Umpires

As there is a very short time between the end of round games and the final series, this can often be a very stressful time for all convenors if the following timeline is not followed.

Semi-Finals

- Start sourcing umpire availability for final series by Round 12 at the latest.
- Sunday 8pm following Round 14: all semi-finals umpires are due to the MWNA Umpires Convenor
- Monday 9am following Round 14: the umpires committee will commence tabulating all clubs' umpires in preparation for allocation.
- Clubs are required to supply the same number of umpires as teams playing in each timeslot, plus 1 extra (which can be at any time throughout the day). Clubs may communicate with other clubs to ensure that their quota is met by the Sunday 8pm deadline.
- A fine of \$100 will be issued to clubs who have not submitted their lists with the correct number of suitable umpires by the time the committee commences allocations.
- Tuesday following Round 14: allocations will be sent to clubs. Club convenors are then required to personally contact each umpire to ensure that their availability is confirmed for their semi-finals allocation/s.
- Thursday following Round 14: All umpires must be confirmed and the MWNA Umpires Convenor notified.
- Convenors or umpires may not make their own changes. Any changes are to be submitted and then clubs will be advised if these changes are accepted.

Finals

- Start sourcing umpire availability for final series by Round 12 at the latest.
- Sunday 8pm following semi-finals: all finals umpires are due to the MWNA Umpires Convenor
- Monday 9am following semi-finals: the umpires committee will commence tabulating all clubs' umpires in preparation for allocation.
- Clubs are required to supply the same number of umpires as teams playing in each timeslot, plus 1 extra (which can be at any time throughout the day). Clubs may communicate with other clubs to ensure that their quota is met by the Sunday 8pm deadline.
- A fine of \$150 will be issued to clubs who have not submitted their lists with the correct number of suitable umpires by the time the committee commences allocations.
- Tuesday morning following semi-finals: allocations will be sent to clubs. Club convenors are now required to personally contact each umpire to ensure that their availability is confirmed for their finals allocation/s.
- Thursday midday following semi-finals: all umpires must be confirmed and the MWNA umpires convenor notified.
- Convenors may not make their own changes, any changes are to be submitted and then clubs will be advised if these changes are accepted.

Grand Finals

- Start sourcing umpire availability for final series by Round 12 at the latest.
- Sunday 8pm following finals: all grand finals umpires are due to MWNA Umpires Convenor
- Monday 9am following finals: the umpires committee will commence tabulating all clubs' umpires in preparation for allocation.
- Clubs are required to supply the same number of umpires as teams playing in each timeslot, plus 1 extra (which can be at any time throughout the day). Clubs may communicate with other clubs to ensure that their quota is met by the Sunday 8pm deadline.
- A fine of \$200 will be issued to clubs who have not submitted their lists with the correct number of suitable umpires by the time the committee commences allocations.

- Tuesday morning following finals: allocations will be sent to clubs. Club convenors are now required to personally contact each umpire to ensure that their availability is confirmed for grand finals.
- Thursday midday following finals: All umpires must be confirmed and the MWNA umpires convenor notified.
- Convenors may not make their own changes, any changes are to be submitted and then clubs will be advised if these changes are accepted.

Not all umpires that a club supplies may be used. Convenors should not advise any umpires that they are not required Thursday afternoon because they may be used with umpires becoming unavailable during the week. All care is taken by the committee to ensure that the strongest possible umpires are allocated to every game throughout the finals series.

Introduction to Umpiring

MWNA encourages club convenors to offer an introduction to umpiring Program to assist clubs train umpires prior to their first attempt at umpiring. This session is not compulsory but is recommended that clubs encourage members to attend to acquire basic knowledge, skills and confidence.

This session consists of three components and all components must be completed and signed off in order to receive acknowledgement certificate.

- Basic umpiring talk (60-90 minutes in duration)
- Short question & answer paper
- Practical umpiring where mentoring is received on 2 games

Club participants will need to have all three components checked off prior to a certificate being issued. An Excel spreadsheet will be sent to all convenors to complete with appropriate details.

All game details will be checked against the sign in sheets before any certificate will be issued.

The Peninsula Gala Day can be counted as 1 of the allocated games for the season. The 10year Round Robin cannot be used for this programme.

NetSetGo games cannot be used and will be rejected if submitted.

At the beginning of each season, each club will need to notify their committee contact of their intention to hold the umpiring talk. Clubs may conduct these courses jointly. An approved person within the association is able to conduct this umpiring talk. A copy of a PowerPoint presentation will be available to approved presenters.

Junior Development Umpiring Sessions

The MWNA umpires committee will conduct a number of development sessions prior to and during the season where numbers provide. These sessions are free of charge and available to all clubs.

One session will be targeted to those umpires about to embark on their second year of umpiring (13 year olds).

One session will be targeted to those umpires with 2-3 years' experience and used as a refresher session.

The dates for these sessions will be advertised in the umpiring calendar.

Topics covered will vary depending on the needs of the group but will generally cover:

- Roles of an umpire
- Qualities of an umpire
- Basic positioning & vision
- Penalties within the game of netball
- Minor & Major infringements

This course is very interactive and participation is encouraged.

New club convenors and mentors are encouraged to attend one of these sessions so that they are aware of the information being presented to the association's junior umpires.

Umpire Accreditation

Umpiring Courses

Foundation Umpiring Program (formerly Level 1)

This course is designed to improved participant's knowledge and understanding of the Rules and the fundamentals of umpiring techniques. This course is now available online. To encourage participation, MWNA will subsidise 50% of the course fee once completed and paperwork is submitted to the MWNA Treasurer by the club.

Rules of Umpiring Examination (formerly section 1 exam)

This course is designed to improved participant's knowledge and understanding of the Rules of netball. It is a free course available through individual members MyNetball accounts.

Both of the above programs are mandatory requirements for any National badge.

There is a range of other umpiring programs and courses available through MyNetball learning.

Badged umpires are now required to "update" their accreditation on a regular basis. On court umpires are required to complete a series of tasks over a four-year period following their successful attainment of either Netball Australia C, B, A or AA Badge. Netball Australia recommends that all umpires who attain their badge (become accredited) continue to upgrade their knowledge, skills and competencies.

The updating program aims to raise the overall quality of umpires within netball by ensuring they are provided with ongoing education and development opportunities covering area such as:

- Keeping abreast of the latest information on developments within netball.
- Rules knowledge and current interpretations.
- Having access to the most up-to-date techniques and skills relating to umpiring.

Netball Australia requires an umpire to reach the specified number of points of updating activity to remain accredited at the relevant badge level. In the case of the A and AA badge, an umpire must successfully complete the practical assessment in addition to the required points to be updated.

National Badging Requirements

MWNA tests for and awards National Badges in line with the National Umpire Development Framework, available at: <https://netball.com.au/get-involved/umpiring/resources/national-umpire-development-framework/>

Key Performance Indicators for each badge can be found in the framework

Manly Warringah Tier 1 Umpire Development

Target group: National A & B umpires.

Selection process: receipt of a National A or B badge and a willingness to continue developing through the National Badging System.

Program timeline: continual. An invitation will be sent to eligible participants in the summer for inclusion the following year, or upon being awarded their National B badge

Coaching opportunities:

- Night InterDistrict games
- Metro League Matches
- Junior and Senior representative selections and training sessions
- Metro League Selections
- Badged Umpire invitation only event to be held in the winter season
- Rep Round Robin weekends
- Winter Season Competition
- Representative carnivals and championships
- Netball NSW B Camp

Coaching panel: National A & above umpires within the association

Format for coaching:

- It is hoped that participants in this tier will make themselves available to umpire each week of the winter competition.
- Club convenors will be encouraged to liaise closely with these umpires to ensure that these umpires cover club allocations where possible.
- As there will be numerous coaching opportunities for this tier coaching may not be provided on a weekly basis during the winter season, this would be the opportunity for these umpires to self-assess what they are working on.
- Written feedback will be provided by the coaching panel after each session of coaching. (If coaching is at a carnival or at state championships, one overall feedback form will be provided).
- It would be expected that if a participant is working on something specific and would like specific feedback, that they would be proactive and make contact with a coach.

Manly Warringah Tier 2 Umpire Development

Target group: National C umpires as well as targeted senior unbadged umpires

Selection process:

- Names of unbadged umpires can be submitted by the club Convenor to the committee for consideration throughout the year using the official senior nomination form (supplied electronically to all convenors at the commencement of the season).

- Committee members can make recommendations after viewing on winter competition games.
- Receipt of a National C badge and a willingness to continue developing through the National Badging System.
- It is not expected that all National C's will be included in this tier.

Program timeline: continual. An invitation will be sent to eligible participants in the summer for inclusion the following year, or following successful inclusion into this tier.

Coaching Opportunities: (note: in this tier not all opportunities listed will be available to all participants)

- Night InterDistrict games
- MWNA Spring Competition
- Junior and Senior representative selections and training sessions
- Badged Umpire invitation only event to be held in the winter season
- Rep Round Robin weekends
- Winter Season Competition
- Representative carnivals and championships
- Netball NSW Rookies or C Camp

Coaching Panel: National C & above badged umpires selected by the committee to work specifically with this group

Format for coaching:

- It is hoped that participants in this tier will make themselves available to umpire each week of the winter competition.
- Club convenors will be encouraged to liaise closely with these umpires to ensure that these umpires cover club allocations where possible.
- As there will be numerous coaching opportunities for this tier coaching may not be provided on a weekly basis during the winter season, this would be the opportunity for these umpires to self-assess what they are working on.
- Written feedback will be provided by the coaching panel after each session of coaching. (If coaching is at a carnival or at state championships, one overall feedback form will be provided)
- It is hoped that this will foster a team environment within this group
- Participants can be tested for a national badge at any time, depending on their eligibility
 - Upon being awarded a National B the participant will move out of this tier.

Manly Warringah Tier 3 Umpire Development

Target group: Junior unbadged umpires who have been mentored within their club and are deemed to be on the road to, or close to, being eligible to test for a national badge.

Selection process:

- Names can be submitted to the committee for consideration by the club Convenor throughout the year using the official junior nomination form (supplied electronically to all convenors at the commencement of the season).
- Committee members can make recommendations after viewing on winter competition games.
- To ensure all clubs are catered for in this tier, there is to be a spread of participants from a number of clubs. This will mean that initial inclusion would be capped.
- Once a participant is badged or it is decided that that participant is no longer fulfilling Program requirements a new junior umpire can be brought in.

- It is envisaged that no participant will be in this tier for longer than a 12 month period (this should be taken into consideration when final selections are being made)

Program timeline:

- Assessment of all junior umpires will occur 2 weeks after the winter Grand Final by the coaching panel and the MWNA umpires convenor. At this time all positions in this tier will become vacant.
- Letters will be sent to participants and their convenors for inclusion for the following year during September.

Coaching Opportunities: (note: in this tier not all opportunities listed will be available to all participants)

- Spring Competition
- 12 year representative training sessions
- Group specific rules discussion
- Rep Round Robin weekends
- Representative carnivals (11year talent squad)
- Winter Season Competition

Coaching Panel: members of the umpires committee who will be assisted by selected National C and B umpires

Format of Winter Season Coaching:

- Part of the tier requirements is that umpires will be available to umpire each week of the winter season. Club convenors will be encouraged to allocate these umpires to games.
- It is envisaged that these umpires will umpire together each week at a particular time and be coached on these game.
- Written feedback will be given regularly by the coaching panel.
- It is hoped that this will foster a team environment within this group
- Participants can be tested for a national badge at any time, depending on their eligibility
 - Upon entry into the National Badging System the participant will move out of this tier.