



# UMPIRING POLICY & PROCEDURES

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## **1. AIMS AND OBJECTIVES**

To provide to the sport of netball proficient and intelligent umpiring in line and in conjunction with the Netball Australia Umpire Accreditation System.

## **2. DUTIES OF THE NNA UMPIRES CONVENOR**

1. To preside at all umpire committee meetings, workshops, and information sessions.
2. To maintain confidentiality and be aware of where discussions take place about sensitive issues.
3. To abide by the Umpires' Code of Conduct as per the Netball NSW.
4. To delegate tasks to the Umpires' Committee members when and as necessary.
5. To allocate umpires to requests, when required.
6. Maintain accreditation as per the Netball Australia Umpire Accreditation System.
7. To ensure that learner umpire sessions are conducted appropriately.
8. To organise coaching of unbadged and badged umpires.
9. To organise discussion about recipients of awards, with committee members.
10. To organise support for badged umpires at camps and education times.
11. To allocate the appropriate panels for badging of umpires.
12. To ensure that correct records of accreditation are maintained.
13. To liaise with Club Umpires' Convenors.
14. To ensure that relevant information is added to the NNA website and the Facebook page.
15. To ensure that competent umpires are allocated to State Titles.
16. To liaise with Netball NSW re any umpiring matters as necessary.
17. To send, as quickly as possible, the assessable performance criteria information to Netball NSW upon the successful badging of an umpire.
18. To remit to Netball NSW the necessary paperwork when a badged umpire has updated his/her accreditation.
19. To maintain an accurate record of each Umpire Committee Meeting.

### **3. DUTIES OF THE UMPIRES COMMITTEE**

1. To attend and contribute to Umpires' Committee Meetings, workshops, and information sessions.
2. To maintain confidentiality and be aware of where discussion takes place about sensitive issues.
3. To assist the NNA Umpires' Convenor wherever possible.
4. To abide by the Netball NSW Code of Conduct.
5. To perform Umpires' Office Duty when rostered.
6. Provide support to badged umpires through education and development, or when requested.
7. Maintain accreditation as per the Netball Australia Umpire Accreditation System.
8. Participate in all Umpire education sessions held at NNA.
9. Provide appropriate coaching to unbadged and badged umpires as set down by the NNA Umpires Convenor.
10. Be available to support the NNA Umpires Convenor at any introduction to umpiring sessions.
11. Contribute to discussions about recipients for awards.
12. Assist with the allocations for the finals series of the NNA Winter competitions.

### **4. DUTIES OF THE CLUB UMPIRES CONVENOR**

1. Establish a Club Umpires Committee.
2. Liaise with the NNA Umpires Convenor and communicate with the teams, Coaches and Managers about the development of umpires in their club.
3. Attend Umpire education opportunities as provided by Netball NSW and/or NNA.
4. Coordinate the development of umpiring within your club.
5. Communicate all NNA Umpire education opportunities to Club members.
6. Provide opportunities for members to be awarded the NNA Bronze, Silver and Gold Umpire Awards. Support entry into the Tier 1 and 2 programs run by NNA and support Club Umpires whilst on the Netball Australia Pathway for Umpires.

7. Communicate the importance to Club team coaches when allocating inexperienced umpires for club team commitment umpiring games that they are to provide support person/s who have rule knowledge and/or umpiring ability.
8. Ensure players, coaches, parents and supporters maintain the Code of Conduct applicable to their role and follow the principles of the “Shoosh for Kids” campaign and “Good Sports” which are embraced by NNA.
9. Communicate to teams that those players who are new to netball are NOT to umpire games until their competence has been demonstrated at team training.
10. Communicate to teams that learner umpires will develop greater confidence and competence if given the chance to umpire games back-to-back and at training.
11. Learner and unbadged umpires officiating on 8:00am, 9:20am, 10:35am and 11:55am games are to be able to wear the learner umpire vests that are available from the Umpires’ office on both National Park and Parkway Avenue.
12. Attend Club Convenor meetings as and when they are scheduled or arrange for an Executive member of your club to attend if you are unavailable. First meeting to be held prior to the commencement of the winter competition.
13. Follow the Guidelines as set down in the Umpiring Policy and Procedures manual.
14. Collect, check, and return Umpire Quiz to NNA Umpires Convenor. Promote this opportunity to club coaches and members. Only when satisfied that the umpire meets the criteria arrange the practical endorsement. To arrange any practical endorsement of club umpires, club umpire convenors should complete the appropriate form.
15. Please note: Club umpire convenors should ensure their club umpire meets all the criteria and has umpired a number of club games BEFORE nominating any umpires for Silver or Gold endorsement.
16. Certificates will be provided by NNA to NNA Clubs for award recipient (by round 12), in time for club presentation events.

## **5. AWARD STRUCTURE**

To align with the Netball Australia Umpiring Pathway, the following NNA pathway is in place.

### **1. BRONZE AWARD**

- 12 years Umpire Education Program attendance which includes the completion of the NNA Umpire Quiz.

#### **BRONZE** Practical Criteria:

1. Attendance at the 12 years Umpire Education Theory Session which will include basic practical components.

## 2. SILVER AWARD

- Completion of the NNA Umpire Quiz which is to be given to the Club Umpire Convenor. The Club Umpire Convenor MUST return these completed quizzes to the NNA Umpires Convenor before any practical assessment can be carried out.
- Completion of the online Foundation of Umpiring Course. The Certificate must be printed and forwarded to the NNA Umpires Convenor before any practical assessment can be carried out.
- Satisfaction of the practical component on up to TWO NNA winter competition games on games (11 years or above) where necessary and endorsed by an NNA umpire official according to Silver Award practical criteria.

### SILVER Practical Criteria:

1. Understand their areas of control.
2. Recognise and penalise the basic rules. For example, stepping, throw in, goal scored and held ball.
3. Use the appropriate hand signals for the above rules and for direction of play.
4. Have a loud voice and whistle both of which are heard by everyone on the court.
5. Attempts to be in the best position to make good decisions.

## 3. GOLD AWARD

- Completion of the NNA SILVER Award or completion of the online Foundation of Umpiring Course with the certificate provided to the NNA Umpires Convenor.
- National Rules of Theory Exam with a pass of at least 70%.
- Satisfaction of the practical component up to TWO NNA winter competition games on games (11 years and above) where necessary and endorsed by an NNA umpire official according to the Gold Award practical criteria.

### GOLD Practical Criteria:

1. Recognise the basic rules as well as those for the SILVER Award, the rules of obvious obstruction, obvious contact, breaking, and over a third.
2. Loud voice and loud whistle are both heard by everyone on the court.
3. Use hand signals for the above rules.
4. Attempts to be in the best position to make good decisions.
5. Demonstrate confidence and control of the game.

#### **4. TIER 2**

Provide support for NNA Pathway umpires who have been identified to be accepted into Tier 2. (Refer to criteria below).

1. Minimum NNA Gold Award.
2. Will be coached during the season to develop umpire competencies.
3. May be considered for a National Badge if competencies are reached.
4. Umpires to nominate via the appropriate form.
5. Umpires to be a minimum of turning 13 years in the year of nomination for Tier 2.

#### **5. TIER 1**

Provide support for NNA Pathway umpires who have been identified to be accepted into Tier 1. (Refer to criteria below).

1. Umpires who hold a current National Badge.
2. Will be coached during the season to develop umpire competencies.
3. May be considered for a higher National Badge if competencies are reached on a suitable game.
4. Will be supported in all areas to maintain umpire competencies including but not limited to further educational opportunities and potential Representative opportunities.
5. Umpires are to nominate via the appropriate form.

### **6. ACCREDITATION**

Refer to the Netball Australia Umpire Accreditation System. Link on the NNA Web site

### **7. UPDATING QUALIFICATIONS**

For full details please refer to the Netball Australia Umpire Accreditation System link on the NNA website.

## **8. EDUCATION**

1. To be coached on games by the NNA Umpires Committee or their appointed umpire mentor (the Coaching umpire), unbadged umpires must be enrolled in the Bronze/Silver/Gold Awards by their Club Umpire Convenor or be enrolled in the Tier 1 or Tier 2 programs. The NNA Convenor and the Coaching umpire will determine when the learner umpire is ready to be badged on a game. The umpire will be assessed according to the performance criteria as set out in the Netball Australia Umpire Accreditation System.
2. From time to time and particularly at the beginning of the season, mandatory information sessions for badged umpires will be conducted. ALL NNA umpires are requested to attend.
3. Courses/camps to comply with the Netball Australia Umpire Accreditation System will be conducted with presenters either from Netball NSW or from NNA for both badged and unbadged umpires.
4. The committee may schedule umpire education programs as required.
5. Those umpires who indicate they wish to attain a higher badge must enrol in the Tier 2 program as described in Section 4.

## **9. GENERAL UMPIRE EDUCATION SESSIONS**

1. An education session for 12-year-old as per unbadged Bronze Level.
2. Umpire and netball rules discussion can be scheduled for any interested groups e.g. coaches, representative teams, teachers, etc. as required.

## **10. GAME DAY PROTOCOLS AND PROCEDURES**

Members of the Umpires Committee or a delegated person, will wear appropriate identification, will patrol the courts to assist umpires and be available to respond to those requiring assistance.

## **11. UMPIRE REQUIREMENTS TO UMPIRE NNA GAMES**

1. All persons who wish to umpire games for NNA's Saturday Competition **MUST** be a registered member of NNA/Netball NSW. Failure to do so will be deemed to be "Failure to Umpire" and the team engaging the unregistered umpire/s will be fined and/or lose points. Refer to the "Competition Structure Guidelines" for the relevant fines.
2. All persons who wish to umpire a senior game on Saturdays **MUST** be at least 15 years of age unless they are a badged umpire, or an umpire being coached by an umpire duly appointed by the NNA Umpire Convenor or Club Umpire Convenor or their delegate. Failure to do so will be deemed to be "Failure to Umpire" and the team engaging the underage umpire/s will be fined and/or lose points. Refer to the "Competition Structure Policy" for the relevant fines.



3. Badged umpires and those unbadged umpires in training are to inform the Convenor of their availability to either umpire or coach other umpires by the round prior to the game, to facilitate the allocation of umpires. Spread sheet with names to be in Convenors Message Book in the office.

## **12. UMPIRE REQUESTS**

1. Teams may request one (1) official umpire to umpire their own fixture game for the prescribed fee, and by completing the 'Request' form correctly by 5.00pm on the Saturday prior to the requested game, with the payment. To be handed in at the office. If games are abandoned, requests are to be submitted to the Convenor by 5pm on the Wednesday before the game requested. A Request Form is available at the NNA Umpires Office.
2. The fee for requesting an official umpire by a team for the team's fixture game will be determined by the Umpires Committee prior to the commencement of the season and communicated to the clubs.
3. In exceptional circumstances, the Judiciary Committee may request the Umpire Convenor to allocate badged umpires to a game.

## **13. PAYMENT OF UMPIRES**

1. The NNA Convenor will maintain a record dropbox of the games umpired by those umpires allocated to the Tri Series Competition and payment will be made to each of these umpires weekly by the NNA Treasurer in consultation with the Convenor. Sponsorship for these payments is actively sought. Refer to Competition Structure Policy.
2. Umpires who wish to receive payment for the request games to which they are allocated, must complete the appropriate form (Statement by Supplier Tax form) and hand to the Convenor or a delegate at the beginning of the season. The NNA Umpires Convenor will ensure these forms are provided to the NNA Treasurer.
3. PAYMENTS FOR GAMES are to be made by the requestor at the office at the time of submitting the request. FAILURE TO DO SO WILL RESULT IN NO FURTHER REQUESTS BEING ALLOCATED.
4. Coaching umpires are not remunerated.

## **14. SEMI FINALS/ FINALS/GRAND FINALS**

1. An EOI for a sub-committee of the Umpire Committee will be called prior to the second round of the Winter Season. This Finals Allocation Committee will allocate all umpires for all finals series games.

2. All badged umpires will be given the opportunity to provide availability for the entire finals series games prior to the first allocations for semi-finals. It is understood that, given the time frame, there may be adjustments to these availability lists over the period of the finals.
3. For the semi-finals, finals and grand finals, the umpires for the Tri Series Competition and the Winter Competition will be selected by the NNA Umpire Finals Allocation Committee in conjunction with the NNA Umpires Convenor on performance-based criteria as viewed throughout the second round of the season by the NNA Umpire Finals Allocation Committee. The performance criteria will be:
  - a. Execution of umpiring duties to the level of the highest badge they have been awarded as noted in the current season.
  - b. Ability to consistently perform well on any game to which they are assigned regardless of game level.
  - c. Demonstration of a clear understanding of the current rules and application of the current rules.
  - d. Availability that the umpire has provided for the current season.
4. No umpire, unless required by exception, will be allocated to more than 2 games on any one finals day.
5. For the semi-finals, finals and grand finals, umpires must present a 'Drawn Game Card' to the scorers of their game and the procedure set down on this card is to be followed. Details are to be found in APPENDIX 1.
6. Umpires allocated for Semi-finals, Finals and Grand finals where possible are to be badged.
7. Umpires who officiate at Semi-Finals, Finals and Grand Finals will be paid.

## **15. FAILURE TO UMPIRE**

Fines are administered to teams for failing to umpire. Refer to the "Competition Structure Guidelines" for details. In exceptional circumstances and in conjunction with the Point Score Recorder, the Convenor may request that the team do another umpiring duty in lieu of the fine.

## **16. NNA REPRESENTATIVE UMPIRES**

### **16.1 NOTIFICATION**

The NNA Umpires Convenor will notify the NNA Appointments Convenor and the NNA Representative Convenor with the details of successful Umpire selections.

### **16.1 OBLIGATIONS**

1. Umpires wishing to nominate as a Representative Umpire or Umpires Manager must be a registered member of NNA and at least a current National Badge.
2. Have umpired at NNA for at least two years.
3. Complete the Expression of Interest form when called the year prior.
4. Once selected, Umpires will sign a Representative Umpires Agreement.
5. Attend a meeting with Umpires Manager/s, after being appointed, so the level of commitment and expectations as Representative of NNA can be explained.
6. Any umpire who does not show the correct attitude may be replaced.

## **16.2 NNA REPRESENTATIVE UMPIRES MANAGER**

1. There will be three (3) NNA Representative Umpires Managers selected:
  - a. Senior Umpires Manager
  - b. Junior Umpires Manager
  - c. Development Umpires Manager.
  - d. Where possible, Assistant Umpires Manager may also be selected for each of the above roles.
2. Once selected, NNA Representative Umpires Managers will sign a Representative Umpires Agreement.
3. The Representative Convenor will notify the successful nominees of Carnivals etc. when they will be required to attend with the Representative or Development teams.
4. Refer to Representative Policy for info regarding State Titles, Meals, Departure, Costs, if any.

## **16.3 SCREENING FOR NNA REPRESENTATIVE UMPIRES**

1. All-Representative Umpires will be required to attend a mandatory screening by the NNA physiotherapist, appointed by NNA.
2. A detailed report is given to the umpire to follow up, a copy of the report to be given to the appropriate Umpires Manager.
3. This screening is to be undertaken following selections.
4. If the umpire chooses not to use the NNA physio, it is expected that the umpire's chosen physio communicates diagnosis and treatment with the NNA physio.

## **16.4 PAYMENT**

1. Badged Umpires attending State Titles are to receive payment of \$100 per day. Travel to State Titles is on the coach with the teams. Any umpire choosing to travel independently will not be reimbursed for travel expenses. Payment rates to be determined annually.
2. Badged Umpires attending Carnivals and Regional League are to receive \$100 per day. The Newcastle Representative Carnival will not attract any payment for Umpires of the NNA Representative teams. Payment rates to be determined annually.
3. Badged Umpires attending Carnivals, Metro/Premier League and Regional League who must travel independently, are to be compensated at a rate of \$50 per return trip per driver. Payment rates to be determined annually.

## **17. Forms Location**

ALL FORMS RELATING TO UMPIRING CAN BE FOUND ON THE NNA WEBSITE.

## **18. Umpiring Awards**

Refer to the NNA Awards Policy for all NNA Umpiring Awards as decided by the Umpires Committee.

## 19. Appendix 1: Drawn Game Card

As per information in the “Competitions Structure Policy”, there is a procedure to be followed for any drawn games during Semi Finals, Finals and Grand Finals. Please refer to the Competitions Policy for latest instructions.

## 20. Appendix 2: Practical Silver Award Criteria

Competency	Achieved	Working towards	Comments
Understand their areas of controls.			
Recognise and penalise the basic rules. For example, stepping, throw in, goal scored, held ball.			
Use the appropriate hand signals for the above rules and for direction of play.			
Have a loud voice and whistle both of which are heard by everyone on the court.			
Attempts to be in the best position to make good decisions.			

## 21. Appendix 3: Practical Gold Award Criteria

Competency	Achieved	Working towards	Comments
Recognise the basic rules as well as those for the Silver Award, the rules of obvious obstruction, obvious contact, breaking, and over a third.			
Loud voice and loud whistle both of which are heard by everyone on the court			
Use hand signals for the above rules			
Attempts to be in the best position to make good decisions.			
Demonstrate confidence and control of game			

## 22. Appendix 4: Tips For Those Who Will Coach And Mentor Umpires

Simple tips to assist learner umpires.

Learner umpires should attempt to:

- wear the yellow training vest.
- purchase a Rule Book or download the rules [here](#).
- purchase a good finger grip whistle.
- aim to complete the Online Theory Exam via [Netball Learning](#) and obtain a mark of at least 70%.
- practise umpiring during training sessions.
- checking players to ensure nails are short and smooth or taped as per NNA domestic rule; and those players are not wearing jewellery – no taping of jewellery is permitted. The exception is taping of a wedding band or medical alert bracelet.
- blow whistle loudly.
- ensure voice is loud and clear so decisions can be heard by most players, coaches, and spectators.
- learn to control the correct area of court and meet the co-umpire mid-court at intervals.
- attempt to be level with the play and know basic positioning for throw ins and centre passes.
- know which umpire blows the whistle for the centre pass and for infringements.
- learn how to track centre passes.
- identify minor infringements such as footwork, held ball, out of court and off-side.
- identify some major obvious infringements for example contact and obstruction.
- be confident in making decisions without referral to a coach.
- begin to use hand signals such as indicating basic direction of centre pass, footwork, contact, obstruction, and signal for a successful goal.
- begin to use correct terminology and apply some basic hand signals.

Support person should:

- purchase a Rule Book or download the rules [here](#).
- complete the Online Theory Exam via [Netball Learning](#) and obtain a mark of at least 70%.
- prepare a simple checklist to use when coaching learner umpires.

- use training sessions as an opportunity to assist learner umpires.
- meet your umpire at least 15 minutes prior to the start of the allocated game at the venue and walk to the court together.
- ensure the learner umpire puts on the yellow hi vis vest.
- make sure the umpire knows how to divide the court and check this with your co-umpire prior to the start of the game.
- **not run with/alongside the umpire during the game.**
- **not blow the whistle or make decisions for the umpire.**
- coach during interval breaks and this should occur in the middle of the court.
- remain at the court with the umpire for the entire game.