



# **WEST PYMBLE NETBALL CLUB**

ABN 70 747 724 640

Position Title: Umpires Convenor

Date: October 2014

## **Role overview**

The role of the Club Umpire Convenor is to organise a roster which provides an appropriately badged umpire for each team the club has playing in KNA netball competitions (9s to seniors) and to provide an environment in which umpires can improve their skills and be assessed for District and National badges. The Convenor provides umpires for West Pymble grading days and Gala Days West Pymble teams participate in and is the contact point for all umpiring issues.

Clubs are responsible for assessment of LD, MD and HD badges, in conjunction with a 'Smiley' from another club. KNA is responsible for assessment of National badges, based on requests from the Club Umpire Convenor. Club Umpire Convenors also work together to provide umpires for each other to fill vacant spots for the season or on a weekly basis.

Umpires are paid for grading days, Gala Days and Winter and Spring competition. The Club Convenor is responsible for tracking payments due to the umpires, providing the Treasurer with a breakdown of the cash required and distributing the pay.

The KNA Umpire Committee will email requests for umpires for KNA Rep games, State Age Championships and State Championships which the Club Convenors forward on to their umpires.

Complaints and concerns from West Pymble teams about umpires are forwarded to the KNA Umpire Committee via the Club Convenor. The KNA Umpire Committee will discuss issues regarding West Pymble Umpires or West Pymble team's treatment of umpires which the Club Convenor will resolve (with West Pymble Netball Committee members if applicable).

Umpiring rosters, sign on sheets, contact details, payment records, invoices and documentation are stored in Microsoft Excel Spreadsheets or Microsoft Word documents. Rosters, sign-on sheets and Notes are uploaded to the West Pymble website as pdf documents.

Umpiring for NetSetGo 7s and 8s is the responsibility of the West Pymble Club Lofberg NetSetGo Coordinator.

## **Key responsibilities of the position**

1. Attend Convenor's meetings called by the KNA Umpires Committee.
2. Supply contact details of the season's umpires to the KNA Umpire Convenor when requested and nominate club umpires for the KNA Most Improved and KNA Junior Umpire awards.
3. Prepare Umpire Roster for KNA Netball Competitions, providing an appropriately badged umpire for each team the club has playing in the competition. Publish roster on West Pymble website and advise West Pymble umpires when updated version is available.
4. Arrange swaps when and if necessary with other clubs.



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5. Find replacement umpire for Winter Competition when umpire is unable to make game, by first advising WPS (West Pymble Standby) umpire and then looking for an appropriate replacement.
6. Advise KNA of any substitutions to the Winter Roster by email the Wednesday before or in person at the umpire window on the Saturday. Replacement umpires must meet the badge criteria for the game spot the umpire was allocated.
7. Implement the New Umpire Development Program including advising new umpires of the new umpire training day, the 9s round robin date, the West Pymble New umpire training dates and organising buddies for the new umpires.
8. Organise buddies for umpires working towards their National badge and provide support and training for the buddies.
9. Assess umpires for their LD, MD and HD badges and work with other club convenors assessing their LD, MD and HD umpires. Distribute West Pymble umpire shirt to umpires on being awarded their MD badge.
10. Request assessment games from KNA for LD, MD and HD assessment and advise KNA Umpires Committee when umpires are ready to be assessed.
11. Advise umpires of Level 1 Course dates and forward requests from KNA Umpire Committee for umpires for KNA Rep games, State Age Championships and State Championships.
12. Keep records of Umpires badge attainment, attendance of Level 1 course and Theory marks and advise umpires when need to attend courses or complete Theory exams.
13. Move umpires to more challenging time slots in the Winter competition when ready.
14. Prepare weekly sign on sheet for Winter Comp. Keep details of pay based on games umpire/buddied (only non National umpires are paid to buddy) and prepare Umpire pay summary for Treasurer to collect umpire money from bank. Distribute umpires pay - Mid season, End season and Finals.
15. Keep details of Winter Comp games umpired for other clubs and prepare and send invoices at end of Winter Season.
16. Organise umpires for West Pymble teams playing at Gala Days.
17. Prepare Umpire allocation for Spring Comp, distribute Spring Comp details including back up umpires and distribute umpires pay to Team Managers at beginning of the competition.

The Club Umpire Convenor role can be covered by more than one person and the allocation of tasks can be determined by the Convenors.



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## **Communication**

The Club Umpire Convenor is the contact point for all club related umpiring issues. Communication is generally via email, sms or phone and a weekly/fortnightly West Pymble Umpiring News newsletter is emailed to all West Pymble Umpires contact email addresses.

The updated roster, weekly sign on sheet and umpiring notes are uploaded to the West Pymble Netball Club website.

The KNA Umpires Committee organise Convenor meetings (usually prior to the start of the Winter season) and then other communication is via email or face to face contact at Canon Rd on Saturdays. The KNA Umpires Committee often distribute spreadsheets to be completed (ie roster, contacts) or request free form response via email.

Sign on sheets are printed each week and every umpire signs in prior to umpiring. Buddies are assigned and pay is calculated from the weekly sign on sheet.

The Club Umpire Convenor prepares reports for the West Pymble Netball Club Committee meetings and usually attends these meetings. The Club Umpire Convenor is involved in the selection of the club girls at the end of the winter season and prepare a write up of the award winners achievements.