



UMPIRE CONVENER

Overall Purpose

To oversee all operational umpire matters and requirements across HKNA programs, including Leagues, Tournaments and Nationals special training.

This role has a direct report to the *Vice President*. The role will work closely with the *Events & Office Manager* (to identify umpire requirements across local competitions) and work closely with the *Umpire Development Convener*. This role will support the Umpire Development Convener in the operations of the Umpire Committee.

Roles and Responsibilities

Coordinate Umpire Operations

- Work with *Events & Office Manager* and the *League Convener* to develop the annual umpire schedule (dates & expected numbers) for HKNA League's and tournaments – arrange umpires accordingly.
- Work with the *Coach & Development Manager* and the *Elite Player Development Convener* to identify umpire requirements for Nationals special training sessions – arrange umpires accordingly.
- Work with the *Operations Convener* to set-up the annual umpire calendar on the on-line database.
- Provide members with access to book umpire services (include set rates & badge level).
- Maintain records of umpire services performed and ensure payments to HKNA appointed umpires are finalised by the end of the Ladies League season.

Communications

- Deal with all umpiring queries arising throughout HKNA programs – raise issues to Council as required.
- Ensure effective communication platforms established to communicate umpire related information to the umpire network (e.g. rule changes, badging opportunities and development opportunities).
- Work with the *Umpire Development Convener* to address complaints / issues relating to performance of umpires or Code of Conduct issues.
- Work with the Umpire Development Convener to implement Recognition Awards to umpires.

Administration and Umpire Committee

- In conjunction with the Umpire Development Convener, establish an Umpire Committee before the commencement of the Ladies League and assign duties as required.
- Support the Umpire Development Convener in the organization and administration of the Umpire Committee meetings once every two months during the League.
- Ensure the HKNA has a good supply of up-to-date Rule Books and Training Manuals.

- Attend monthly Executive Council meetings and be responsible to the Executive Council



UMPIRE DEVELOPMENT CONVENER

Overall Purpose

To oversee the overall development of netball umpires across Hong Kong and provide for Umpire Development pathways from beginner to elite level. Stay abreast of INF rule changes and Chair the Umpire Committee.

This role has a direct report to the Vice President and will work closely with the *Umpire Convener* and the *Umpire Committee* regarding umpire related matters. This role will also work with the *Administration Assistant* to help arrange venue requirements for training sessions.

Roles and Responsibilities

Administration and Communications

- Stay abreast of INF rule changes / issues and communicate to umpire community as needed.
- Work with the *Umpire Convener* and *Umpire Committee* to implement strategies to recruit and retain umpires, and implement Umpire Recognition Awards at the AGM.
- Work with the Administration Assistant to ensure *Certificates of Achievement* are issued to umpires on the successful completion of courses, and exam results or badging level recorded on the database.
- Work with the *Umpire Convener* to address complaints / issues relating to performance of umpires or Code of Conduct issues.
- Utilise the umpire network communication platforms to share umpire news / articles / INF updates.
- In conjunction with the Umpire Convener, establish an Umpire Committee before the commencement of the Ladies League and assign duties as required.
- Chair Umpire Committee meetings once every two months during the League (Umpire Convener to assist with the organization of such meetings).

Umpire Training

- Organise practical training courses for umpires for beginner and experienced umpires. Ensure the Umpire's Basic Theory Exam is held at least once a year (ensure it is the latest exam).
- Liaise with *Head of Coaching & Development* to identify umpire training requirements in local schools and ensure schools are provided access to courses accordingly.

Umpire Badging

- Work with *Umpire Convener* to ensure observers scheduled to mentor umpires, monitor performance and perform observations for badging.
 - Develop and promote umpire development pathways and implement accordingly.
 - Liaise with *Treasurer* to identify financial requirements to fund umpire activities throughout the year. Identify opportunities to achieve A level badge with overseas examinations.
 - Work with the *Operations Convener* to establish an observer scheduling system on the new on-line database.
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- Attend monthly Executive Council meetings and be responsible to the Executive Council.