



UMPIRE'S CONVENOR

STATUS: OFFICE BEARER (VOTING RIGHTS)

QUALIFICATIONS: **Essential**
Willingness to undertake the Foundation Umpiring Accreditation Course
Hold a current Section 1 Theory Pass
Regularly update as per the Netball Australia NUDF
Good Organisational Skills
Good People Skills
Be computer literate
Ability to organise and run training courses for umpires

Beneficial
Hold a National Umpiring badge
Prior experience as a Club's umpire's convenor
Prior member of the Umpiring Committee

DUTIES AS LISTED IN BY LAWS:

"Submit a written report to the Executive Committee for distribution to Delegates and Club Secretaries and publication on the Association Web Site prior to every Executive Committee Meeting, Special General Meeting and Annual General Meeting.

The Duties of the Umpire's Convenor of the Association are:

- (i) Where possible hold an AANA or KNA Association Badge.*
- (ii) Convene the meetings of the Umpires Committee.*
- (iii) Arrange lectures, physical and theoretical demonstrations, and instruction for umpires.*
- (iv) With assistance of the KNA Committee, organise badging panels with the assistance of suitably qualified umpires.*
- (v) Keep a list of badged umpires, theory examination results, and accreditation courses attended by umpires."*

RESPONSIBILITIES RE ABOVE DUTIES:

Hold post season committee meeting to:

- (i) Analyse previous year's results and flag any up-and-coming umpires for the next season i.e., High District and National Badges.
- (ii) Discuss possible candidates for NSW Rookies, C, B and A badged camps.
- (iii) Discuss with returning members responsibilities for next season.
- (iv) Set tentative dates for Club Umpire Convenors' Meeting, Jnr Umpire Development and Senior Umpire Development Days to be forwarded to the Fixtures Convenor for inclusion in the KNA Calendar.

After the AGM hold a committee meeting to:

- (i) Confirm dates for pre-season umpire programs, Club Convenors' Meeting as per Calendar voted in at the AGM. Once these dates are confirmed ensure they are forwarded to the appropriate people for uploading on the KNA Web and Social Media points, as well as sent to all Club Convenors.
- (ii) Confirm which committee members are looking after which portfolios.

Office Bearers are required to endeavour to attend Special General Meetings and the Annual General Meeting as listed in the calendar to ensure there is always a quorum as required under the Constitution.

OTHER RESPONSIBILITIES:

- (i) With the assistance of the Treasurer consult with the Treasurer regarding umpiring purchases and expenses for the season.
- (ii) In conjunction with the committee ensure all relevant paperwork is ready and available to be handed out to Club Umpire Convenors at their meeting.
- (iii) Ensure Committee Member responsible for putting together Agenda for Junior Umpires Day has all information required and find out who will be attending to help on this day.
- (iv) If holding a Senior Umpire's coaching/discussion day with the help of the Committee decide on who will be running the day, venue, time, and agenda.
- (v) Nominate someone to liaise between yourself, (the Convenor) and Netball.
- (vi) Discuss any other discussion day/nights that committee are interested in holding in the following season.
- (vii) When needed do a stock take of umpire uniforms held by KNA.
- (viii) Arrange a roster if required for Saturdays.
- (ix) Set date for next committee meeting.
- (x) Hand out the contact details of committee members and Club convenors to date (if available).

- (xi) Once dates for carnivals have been released get tentative dates of when National Badged Umpires are available for coaching at these events.
- (xii) The appropriate committee members will arrange the times and notify the clubs when the 5-week junior course starts.
- (xiii) Encourage Convenors to visit NNSW web to check on any relevant courses that will benefit their umpires.
- (xiv) Throughout the season in conjunction with club convenors arrange tests for National Badges after ensuring that the candidates' meet the criteria set down by Netball Australia – refer to the NUDF.
- (xv) Prepare a written report to the Executive Committee for distribution to Delegates and Club Secretaries and publication on the Association Web Site prior to every Executive Committee Meeting, Special General Meeting and Annual General Meeting.

If asked for umpires to umpire State Selections by NSWNA notify appropriate umpires and club convenors that these opportunities are available and those umpires wishing to improve should endeavour to attend.

Be available to confirm any invoices received for payment by the Administration Manager before payment can be arranged.

Ensure the appropriate committee members have all the information they need to carry out their respective portfolios.

Ensure convenors know that Day 9 is the deadline for nomination for Junior Umpiring Awards and ensure once winners and runner ups are worked out the appropriate person has all the information needed for ordered of trophies and production of certificates.

Any other duties that may be required or requested by the Executive during the year.