International Umpire Logistics

England Netball Officiating Department
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APPOMNT OF UMPIRES AND UAP TO INTERNATIONAL EVENTS

Pre-event Procedures Flowchart

The flowchart below outlines the procedures to be followed for host match officials selected by an INF member country. It covers the period from when a match is selected to the time when the umpires and UAP arrive in the host country. More detailed information is provided separately.

Note: the INF Event & Commercial Operations Manual details additional requirements and time plans that apply to INF major events.

HOST COUNTRY
1. Advises INF of proposed event at earliest opportunity for inclusion in INF's international events calendar.
2. Forwards request for umpires to INF ideally 6 months but at least 3 months before event (late requests may not be accepted as it will be too late and requests will not be considered for events less than one month away).

INF SECRETARIAT
1. Matches application with list of events for appointment.
2. Sends request for nominations to INF member countries.
3. Receives nominations from INF member countries.
4. Confirms appointments with umpires and UAP home countries and IOCs.

INF SECRETARIAT
1. Advises host country of names, contact details of umpires appointed (also UAP where applicable).
2. Advises host country that medical & travel insurance will be covered by INF.
3. Confirms appointment with umpires and UAP home countries and IOCs.

UMPIRE and UAP
1. Live 30 days to accept invitation (during this time should confirm with employers to confirm leave & make any personal arrangements).
2. If not on current INF “Preferred Umpire” list a fitness test and a year registration within 30 days of invitation being received.

UMPIRE and UAP
1. Confirms details, arrangements.
2. Sends personal arrangements (leave application). 
3. Arranges for travel arrangements (travel insurance) and confirm host country's requirements. Required UCAP should be in place at least one month in advance of appointment. Let arrangements may need to be revised on appointment.
4. Confirms any vaccinations required (30 days event per).
5. Provides details on useful resources (on event location).
HOST COUNTRY
1. Makes external travel booking (if desired, umpires and UAP may make bookings & host reimburse)
2. Confirms all details to umpire and UAP not less than 7 days prior to arrival (includes internal travel, accommodation, details of contact person/s, event match details & times, practice matches, meeting dates & special functions)

HOST COUNTRY
1. Ensures all internal arrangements are in place.
2. Liaises with UAP to ensure arrangements are in place to work with umpires in practice & event matches
3. Ensures local liaison personnel are available in all venues to provide assistance as needed

HOST COUNTRY
1. Meets umpires and UAP on arrival & transfers them to accommodation
2. Provides them with all necessary information for the appointment
3. Ensures payment of *per diem* for meals is made in advance