INTERNATIONAL NETBALL FEDERATION

INF Officiating Coordinator (OC) Programme

An INF Officiating Coordinator (OC) is authorised by the INF Board of Directors to conduct its business in accordance with what is set out below. The Board of Directors may review these at any time and, when appropriate, revise in accordance with the changing requirements of INF. An OC will work in conjunction with the International Officiating Manager (IOM) to facilitate the pathway to International Officiating as outlined in the International Umpiring Handbook.

1. Composition and Membership:

1.1. Each INF region has an OC so five (5) will be appointed and will be named INF Officiating Coordinator (OC) for each region.

1.2. The Board of Directors will approve the appointment of an OC.

1.3. The term of office for an OC will be two (2) years, subject to an annual performance review by the IOM who shall in turn report to the CEO and/or Board. An OC may be reappointed for a further 2 years to a maximum term of 8 years in total as an OC.

1.4. Individuals apply to be an OC by application to the INF which can be supported by Members, Regional Federations, and/or the Board.

1.5. In appointing an OC, the following shall be considered:

a) Strong interpersonal and communication skills
b) Strong organisational skills and attention to details
c) Effective project management skills
d) Ability to tailor communications appropriately to the target audience
e) Ability to multi-task and prioritise own workload
f) Ability to remain calm when under pressure and work to strict deadlines
g) Ability to maintain, develop and implement systems
h) Knowledge of performance level netball or sports development structures and programmes
i) Knowledge of the rules of netball
j) IT skills and competent user of current technology
k) Experience in administration role
l) Experience of working remotely from Line Manager

m) Experience of working with volunteers

n) Knowledge and understanding of performance pathways

o) Flexible and adaptable approach to work

p) A 'can do' attitude towards work

q) Ability to work unsupervised within limits of authority – the ability to self-manage

r) Team player with collaborative and supportive style

2. Responsibilities

2.1. An OC is responsible for working with the INF in support of the International Umpiring Handbook. In relation to International Netball an OC shall:

a) Disseminate good practice in INF processes and encourage INF Member Associations to implement that practice

b) Co-ordinate verification for officials recommended as International Testing Panel (ITP) and ITP Cadet and International Talent Identified Umpire (ITID) by Member Associations and/or Regional Associations in line with INF guidelines

c) Oversee the progression of International Match Officials (Umpires) and Umpire Assessors in line with INF guidelines

d) Select ITP and ITP Cadet as Umpires Appointment Panel (UAP) for International matches in line with INF guidelines as part of the OC Forum (OCF).

e) Develop relationships with INF Member Association named officiating lead in order to assist the progression process and avoid conflict between international and domestic competition and support adherence to international processes.

f) Contribute to INF netWorld (INF on-line database) with pertinent data

3. Operating & Reporting procedure

3.1. An OC must work within the framework, Regulations, Rules, Codes, Policies and Guidelines approved by INF, and comply at all times with the INF Codes of Conduct.

3.2. An OC will be required to operate according to procedures that are agreed and documented by the IOM at the start of their appointment.

3.3. Discussions and decisions with an OC must be documented and happen in a transparent and efficient way via the appropriate means of communication, in accordance with any deadlines set by the IOM, CEO and/or Board.

4. Meetings

4.1. The IOM will sometimes meet with one or all OC by an on-line tool or conference call. The IOM may convene as many meetings as is necessary to fulfil the OC duties.

4.2. The CEO or a representative of the Secretariat may be present at any meetings.

4.3. Any minutes will be taken by the IOM or a nominated person from the OCs attending a meeting with all the OC.

4.4. A quorum of a minimum of 50% of the OCs shall be required for all meetings.

4.5. An OC should have 80% attendance of any meetings over a 12 month period.

5. Budget and spending authority

5.1. Meeting expenses will be covered in accordance with INF's expenses policy.

5.2. Any other expenses must be approved through the CEO in accordance with INF's financial policy and budgets.

6. Selecting ITP and ITP Cadet as UAP for International events

In terms of UAP appointments being made by the INF this will be completed as per the steps outlined in the Selecting Umpires Appointment Panel (UAP) for international events.

The OCF will assist INF in achieving its appointment of ITP and ITP Cadet as UAP to international events, as outlined in the International Umpiring Handbook.

6.1. Composition and Membership

a) The OCF shall consist of all active OC with the IOM always being a member.

b) The IOM will be the Chair

c) The term of office for Forum members will be in line with their INF appointed status as an OC.

6.2. Responsibilities

a) The Forum is responsible for advising the INF, working with them to select ITP and ITP Cadet for appointment and as reserves for international events, where INF Umpire Requests have been submitted.

6.3. Operating & Reporting procedure

a) Forum members must work within the framework, Regulations, Rules, Codes, Policies and Guidelines approved by INF, and comply at all times with the INF Codes of Conduct.

b) The Forum will be required to operate according to procedures that are agreed and documented for the selection of UAP which are approved by the Board of Directors.

c) Discussions and decisions taken by the Forum must be documented and happen in a transparent and efficient way via the appropriate means of communication, in accordance with any deadlines set by the IOM, CEO and/or Board.

d) The Forum shall report the outcome of any appointments through the IOM to the CEO and/or Board.

e) Any decisions circulated by email require at least a 70% majority support from all Forum Members with the Chair, where necessary, having the casting vote.

f) Non-response within the required timeframe to a request for a decision will be regarded as support for the decision.

g) Any decisions at Forum meetings will require at least a 70% majority from all those Forum Members present with the Chair, where necessary, having the casting vote.

6.4. Meetings

a) The Forum will meet by an on-line tool or conference call. The Forum may hold as many meetings as it decides are necessary to fulfil its duties.

b) The CEO or a representative of the Secretariat may be present at any meetings.

c) Any minutes will be taken by the Chair or a nominated person from the Forum members attending the meeting.

d) A quorum of a minimum of 50% of the Forum shall be required for all meetings.

e) In the absence of the Chair, he/she will appoint a Deputy.

f) An OC member should have 80% attendance of any meetings over a 12 month period.

6.5. Budget and spending authority

a) Meeting expenses will be covered in accordance with INF's expenses policy.

b) Any other expenses must be approved through the CEO in accordance with INF's financial policy and budgets.

7. Operational Procedures (to be added)

7.1. Coordination and verification of Officials recommended for ITID and ITP Cadet

7.2. Sharing of best practices

7.3. Etc.