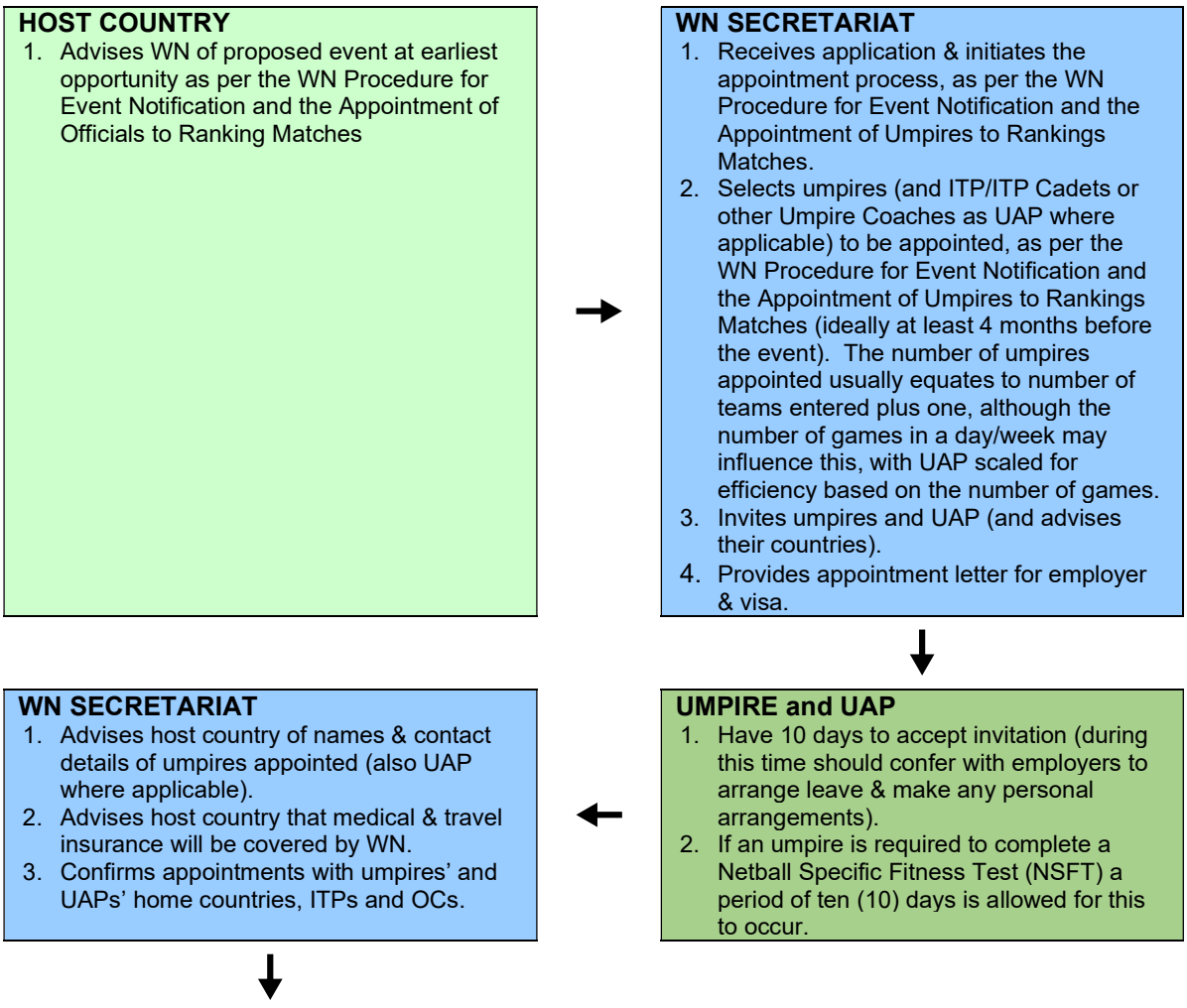
Appointment of Umpires and UAP to International Events

Pre-event Procedures' Flowchart

The flowchart below outlines the procedures to be followed for international matches/series hosted by a World Netball (WN) member country. It covers the period from when a match/series is first advised to the time when the umpire/s and Umpire Appointments Panel (UAP) arrive in the host country. More detailed information is presented separately.

Note: the WN Event & Commercial Operations Manual details additional requirements and alternative time-lines that apply to WN major events



HOST COUNTRY

1. Immediately advises suggested dates of arrival & departure.
2. Advises umpires and UAP of details of suggested travel arrangements (umpires may also make suggestions of arrangements convenient to them).
3. Advises umpires and UAP of any visa requirements.
4. Advises any other relevant details.

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UMPIRE and UAP

1. Confirm travel arrangements.
2. Make personal arrangements/leave application
3. Apply for any visas required (is an event cost) & confirm to host country when received. Required visas should be in place at least one month in advance of appointment (late visa arrangements may lead to removal from appointment).
4. Arrange any vaccinations needed (is an event cost).
5. Provide clothing sizes if required for specific event clothing.

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HOST COUNTRY

1. Makes external travel bookings (if desired, umpires and UAP may make bookings & host reimburse).
2. Confirms all details to umpire and UAP not less than 1 month prior to arrival (includes internal travel, accommodation, details of contact person/s, event match dates & times, practice matches, meeting dates & special functions).

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WN SECRETARIAT

1. Provides travel & medical insurance cover.
2. Provides immediate financial assistance for visa applications upon request (as needed).
3. Acts as a liaison between umpire, UAP & host as needed.

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UMPIRE

1. Ensures fitness is maintained - any injuries must be reported to WN, medical clearance may be required.
2. Where possible, ensures suitable match practice before travelling so is 'match fit'.
3. Makes suitable in-flight arrangements for travel, including a flight recovery plan.
4. Maintains communication with host and acknowledges information from the host and UAP.

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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.

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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.

The flowchart above outlines the main responsibilities involved by host countries, umpires, UAP & the WN Secretariat. Detailed information is available separately.

RESPONSIBILITIES – HOST COUNTRY

All WN tournaments and all matches played for WN rankings must have neutral umpires appointed by WN

When an appointment is being made, consideration will be given to costs for host countries. However, the availability of umpires and the requirement for them to be neutral will sometimes mean the lowest-cost option is not possible.

Prior to the Event	
Request for Umpires and UAP is made	**A request for umpires to be appointed must be made to WN as per WN Procedure for Event Notification and the Appointment of Umpires to Rankings Matches.**
WN advises umpires and UAP appointed	**External travel arrangements** ▪ As soon as possible provide the umpires and UAP with suggested travel arrangements for their approval and acceptance – these should be based on the most direct/convenient travel route. Umpires and UAP may also suggest possible travel arrangements. ▪ Purchase travel (including taxes) as agreed - *umpires and UAP may choose to make their own bookings and be reimbursed if mutually agreed but payment should be made promptly to them.* Umpires and UAP should arrive in time for recovery from travel before first event match (length of time will be governed by time zones travelled). They are not required to arrive in time for practice matches <u>but should be available for these after arrival and recovery with the timing and frequency of their involvement monitored by the UAP</u>. They should be able to leave as soon as convenient after the final event match. A stopover may be required on a long flight (eg over 24 hours) or if there is no suitable travel connection – these are part of the travel cost. *Tickets purchased should allow for the possibility of changes being needed if an umpire or UAP is replaced or travel dates changed.*
	Related matters ▪ Visas – umpires and UAP are responsible for checking & arranging any visas needed (but help and advice in this respect may be offered). They are expected to do this in a timely fashion so that there is no disruption to the agreed travel (& should inform you when they are in place). Visa costs are an event cost. ▪ Travel & medical insurance – WN has a comprehensive policy that covers umpires while they are on official appointments. ▪ Vaccinations – the event organizers are responsible for the cost of any vaccinations that are required/recommended for the country concerned. ▪ The cost of Umpire and UAP travel to/from their home to the event or a suitable departure point in their country (e.g. an airport) is the responsibility of the event organiser.
Arrangements prior to arrival of umpires and UAP	**Accommodation arrangements** ▪ Make accommodation arrangements for the umpires and UAP – accommodation should be of an appropriate standard, usually in a hotel and any guarantees requested by the hotel are covered by the host country. The following provide a guide: ▪ Preferably, umpires and UAP should be accommodated in single rooms with cooking facilities available - this allows for different climatic and other personal needs. ▪ Preferably, umpires and UAP should be accommodated separately from teams – *i.e. in a different hotel or a different floor/part of the hotel.* ▪ Breakfast should be included as part of the accommodation. ▪ Suitable meals must be provided or a *per diem* paid (in advance) – details below. ▪ Room service should be available (particularly outside restaurant hours). ▪ Access to workout facilities should be possible in or near the accommodation - *i.e. gym in hotel or nearby, safe area for running, swimming facilities etc.* ▪ Where needed, late check-out facilities should be available.
	Internal Travel As host, you are responsible for ensuring that transport is provided throughout the appointment.

	▪ Umpires and UAP should not be asked to drive rental cars – *an exception may be made within their own country or one with which they are familiar (but only with their prior agreement).* ▪ Transport should be by the most convenient means & on a similar basis to teams e.g. regular shuttle bus. ▪ Transport should be provided for other event related matters (e.g. medical treatment, practice matches etc). ▪ You are not obliged to provide transport for personal activities, although any assistance you can give will always be appreciated.
	Other arrangements ▪ Local officials should be appointed as liaison personnel in each venue and host officials should be available to travel with umpires and UAP. ▪ Where possible, UAP should be available to attend practice matches & meetings with teams as well as provide coaching support at matches. UAP should arrange availability among themselves and you should support them in making their attendance happen. ▪ You will provide appropriate Accreditation to all Umpires and UAP allowing access to Field Of Play (FOP), warm-up area, changing rooms, designated seating, etc.
Arrangements prior to arrival of umpires	**What else should you arrange?** ▪ Medical: doctor, dentist, physiotherapist on call - *umpires are expected to meet costs of consultations & treatment (some of which may be covered by insurance).* ▪ Massage: a massage therapist is optional but increasingly umpires are using massage to aid recovery – *preferably access to a massage therapist will be provided by the Event Host with no cost to the umpire.*
Sponsorship of Umpires	**Sponsorship** *As part of its sponsorship with WN, a kit provider supplies match kit & tracksuits to all IUA and match kit for ITIDs who should wear this on all international appointments (except NWC, Commonwealth Games, NWYC & Fast5 NWS where a tournament kit may be issued). Umpires appointed by the WN who do not have approved WN provided kit wear their own kit but should be advised of any restraints related to event sponsors that could affect this.* ▪ If you wish to arrange sponsorship to be worn by umpires on event match kit this must be arranged directly with WN. You should ideally allow at least 6 weeks for this to be actioned.
Prior to Arrival	**Itinerary & Information Sheet** Details of the following information should be provided to all umpires and UAP before they commence their travels (not less than 1 month prior to arrival): ▪ All travel arrangements, external & internal ▪ All accommodation – names, addresses & telephone numbers. ▪ Host country contact person – including mobile number. ▪ Contact persons in each centre (if different from above). ▪ Number of the mobile phone(s) that are provided for umpires and UAP to use (if applicable) ▪ Arrangements upon arrival – who will meet them, how will they be transported to their accommodation etc. ▪ *Per diem* they will receive for meals – this will be paid in the local currency. ▪ Match schedule, including any practice matches that have been arranged (umpires and UAP will be expected to participate in these upon request from team/s subject to arrival dates). ▪ Meetings schedule including times and venues. ▪ Any functions or other activities they will be expected to attend. ▪ Details of UAP who will be working with umpires in a coaching role at any practice matches and event matches. ▪ Advice if sponsored event match kit will be provided. ▪ Any other relevant material.
Arrival and Event	
Hosting - general	The umpires and UAP are guests in your country and it is important that you welcome them and look after them well. Similarly, umpires and UAP are representatives of WN and they are expected to act in a manner that reflects this, both on & off the Court. Hence it is important that they are welcomed on arrival and farewelled on departure. This will normally be done in person at the airport, but where this is not possible or

	convenient, it is acceptable for alternative arrangements to be made, provided this has been detailed in advance & meets appropriate standards. *Under no circumstances should an umpire arrive at an airport and not know that there are appropriate arrangements in place for their transfer.* At all times, the safety and security of umpires should be ensured with appropriate Accreditation for the event location issued on arrival.
Climatic needs	Clothing support should be available when local temperatures are significantly lower than those an umpire would normally experience. In particular, umpires from warm climates could have warm jackets provided for the duration of their visit.
Match liaison	Host country officials should ensure that umpires and UAP are fully aware of countdown times leading up to event match start as well as length of half-time interval and any requirements for a 'result outcome' (i.e. draw not allowed). Umpires will be expected to undertake a Court check prior to each event match.
Coaching & support	During the event, members of the UAP will, wherever possible, work with the umpires in a coaching and support role and will decide who will attend practice matches and the event matches. They should be accommodated with the umpires. This will involve: ▪ Where possible, attending any practice matches with visiting teams. ▪ Attending event matches, with floor access. ▪ Providing feedback on practice and event match performances as detailed in the WN Procedure for the Coaching of Umpires on Rankings Games. ▪ Assisting in any ways that are mutually agreed.
Meals	▪ A *per diem* should be paid in advance to umpires and UAP for meals (if not provided). This should be at a rate that permits umpires to purchase food at a price that is appropriate, based on expected local costs. Suggested WN guidelines are lunch GBP15.00, evening meal GBP30.00. If breakfast is not included with the accommodation provided an additional amount should be paid *per diem* in line with expected local costs. ▪ Umpires should be able to access meals at times appropriate to their match needs (both before and after matches), thus room service options should be available. ▪ Water should be provided for umpires and UAP at match venues and at their accommodation when it is advised local water should be avoided. Umpires are responsible for providing other drinks, snacks and food needed before or during the match. ▪ It is desirable that you provide snack food following the match.
Before & After Match Requirements	▪ Court preparation should ensure that the Court and the surrounds meet all WN requirements and, if in attendance, the WN Technical Delegate (TD) will sign off once satisfied that the court conforms to WN standards. Taping or decals must not be loose or present a possible hazard for players or umpires. Procedures for the official bench must follow those in the WN Technical Officials' Manual (TOM). ▪ Court Inspection – an opportunity should be made well in advance of the event match start for the umpires to check the Court and match equipment. ▪ Warm up area - an area for umpires to warm up before an event match must be available in close proximity to the Court arena. ▪ Ice baths – these should be available for umpires who wish to use them for post-match recovery.
At Conclusion of Event	
Departure	▪ Wherever possible you should accompany umpires to the point of departure. If the time of departure is such that this is not reasonable, a suitable transport alternative should be arranged. ▪ If Departure Tax is to be paid, umpires must be provided with money to meet this cost.
Report	▪ WN welcomes receiving a brief report on any arrangements relating to umpires that would improve procedures and ensure that future events are successful, using the WN Event Organiser Event Report Form. ▪ The report will be confidential to WN personnel. However, WN may wish to follow up any concerns you have expressed and will assume that you are happy for this to be done unless you indicate otherwise. Any sensitive or confidential material will be cleared with you first.

RESPONSIBILITIES – UMPIRES and UAP

(some umpire specific items will not be applicable to the UAP)

Upon receiving invitation	▪ Immediately (and within 10 days) reply either accepting or declining the invitation – you should first check your personal & employment requirements are in place. ▪ If you are required to complete a Netball Specific Fitness Test (NSFT) a period of ten (10) days is allowed for this to occur (the invitation will be withdrawn if this requirement is not met).
Travel arrangements	▪ The host country will forward suggested travel arrangements. You may either confirm these or suggest alternatives (remember that the cost of your travel may be an issue for the host country). These should be confirmed as soon as possible so that bookings can be made – *ensure you allow sufficient time for recovery from travel prior to your first match.* You should arrange to arrive in time for any scheduled meetings with the hosts, TD and UAP (if in attendance). You are not required to arrive in time for team practice matches, but where possible you should be ready to participate in these following arrival & recovery from travel. ▪ The host country is responsible for the cost of your travel (including taxes) – *in some circumstances you may, with the agreement of the host country, make your own travel bookings. In such cases, the host country should make prompt reimbursement of costs – you will need to provide documentation to support this.*
Pre-travel	▪ You should maintain communication with the event host and acknowledge information from the host and UAP. ▪ You should maintain your passport so that is up to date – *you will not be permitted to travel if your travel includes any period within 6 months of the expiry date.* ▪ It is your responsibility to arrange any visas required. *You should check the relevant web site for information. It is essential that your application is sent in good time so there is no possibility of your travel being affected and if required visas are not in place at least one month in advance of appointment this may lead to removal from appointment. The host country will meet the cost of your visa (provide documentation of costs). If meeting the cost is a problem you should advise WN who will pay this and recover the cost from the host country.* ▪ Vaccinations – check web sites to see if vaccinations are required/recommended & arrange in timely manner. Costs will be met by the host country. ▪ Travel insurance (including medical) – you are covered by WN's group policy. WN will provide you with details.
Preparation	▪ Fitness – it is your responsibility to ensure that you are both physically and medically fit for the appointment. You must be registered on the WN 'Fit to Umpire' Register both at the time when you accept the invitation & the date when the event commences. ▪ Any injury at the time of accepting the invitation or subsequently (no matter how minor) must be declared to WN and you may be required to have a medical clearance before travelling. Failure to do this could affect whether the insurance will apply and may mean that you will have to meet any costs involved. ▪ Match fitness – it is your responsibility to ensure that you are 'match fit'. *This may be difficult if the appointment is outside your usual season – in this case, it is particularly important that you are able to participate in any practice matches.* ▪ Travel recovery plans – you should ask your country to assist you by arranging for you to have a detailed plan for recovery from your travel – this should cover the time you are in the country being visited (including match preparation) as well as during flights and the period immediately before & after your travel.
Clothing to bring - Official	You will be advised in advance if the event organiser has arranged separate sponsored match kit approved by the WN and you should provide your sizing if requested. Otherwise, the following will apply: **Umpires:** Under WN's sponsorship with their kit provider, IUA are issued with match kit, tracksuit, rucksack, & a WN branded polo top. ITIDs are issued with match kit.

	IUA ▪ You should wear the official match kit for event matches and for practice matches. The tracksuit should be worn when travelling to or from matches & rucksack supplied should be used. ▪ You should wear your INUA Badge at any official functions (on WN branded polo top) – suggested dress for official functions is WN branded polo top with dark skirt/trousers. ▪ You should ensure that you bring other clothing required for matches – your own shoes, towels, whistles, wrist bands etc. **ITID** ▪ You should wear the official ITID match kit for event matches and for practice matches. Any additional kit, such as tracksuit should avoid branding that conflicts with the WN kit provider. ▪ You should provide your own bag, shoes etc unless advised otherwise. ▪ You should ensure that you have a plain top and dark trousers/skirt for any official functions. **Other Umpires** ▪ You should provide your own match kit) and tracksuit. You should avoid branding that conflicts with the WN kit provider. ▪ You should provide your own bag, shoes etc unless advised otherwise. ▪ You should ensure that you have a plain top and dark trousers/skirt for any official functions. **UAP:** Under WN's sponsorship with their kit provided, all ITP and ITP Cadets are issued with WN branded kit which should be used while completing duties on behalf of the WN: **ITP** ▪ You should wear the WN branded polo top and jacket with your own dark trousers. You should avoid branding that conflicts with the WN kit provider. • Suggested dress for official functions is the WN branded polo top with dark skirt/trousers. • You should ensure that you use your WN branded rucksack but bring other clothing required to complete your duties – your own shoes, etc unless advised otherwise. **ITP Cadet** • You should wear the WN branded polo top with your own dark trousers. You should avoid branding that conflicts with the WN kit provider. • Suggested dress for official functions is the WN branded polo top with dark skirt/trousers. • You should ensure that you bring other clothing required to complete your duties –your own jacket, bag, shoes, etc unless advised otherwise. **Other Umpire Coaches** ▪ You should provide your own plain polo top and dark trousers. You should avoid branding that conflicts with the WN kit provider. ▪ You should ensure that you have a plain top and dark skirt/trousers for any official functions. ▪ You should ensure you bring other clothing required to complete your duties - your own bag, shoes etc unless advised otherwise. **Commonwealth Games:** At the Commonwealth Games, Umpires and UAP are required to wear a Netball specific umpiring uniform whilst on the FOP which you will receive as part of your uniform allocation; Umpires and UAP are required to wear their own footwear.
Clothing to bring - Personal	When not on official duties, you are free to wear your own clothing. At all times this should be tidy and meet appropriate standards for a person representing WN. You should ensure that you familiarise yourself with the climatic conditions of the host country and either bring appropriate clothing or arrange to buy some on arrival. This is particularly important if you are from a tropical climate and you are travelling to a country where temperatures may be close to or below zero! Contact the host country to check any detail as needed and whether any clothing will be provided during your stay.

Accreditation	You will be provided with appropriate Accreditation allowing access to the FOP, warm-up area, changing rooms, designated seating area, etc. You will be required to wear your Accreditation to gain access to the match/tournament venue and behind the scene area.
Meetings	If scheduled, all Umpires and UAP will be required to attend a pre-event briefing meeting and any venue familiarisation organised by the event in conjunction with the TD, Competition Manager and UAP (if in attendance) prior to the commencement of the scheduled matches.
Transport	If a shuttle bus transport system is in place to transport you from your accommodation to the competition venue, you should ensure that you consult the bus schedule to allow sufficient time to travel to the venue and your preparation time.
Broadcasting	If the event has organised with a broadcaster for the Umpires to be wired for sound during event matches you may be asked to attend a broadcasting rehearsal prior to the commencement of the competition.
Opening & Closing Ceremonies and other official functions	You will be included in official opening, closing ceremonies and Candle Lighting Ceremonies (when held at an event) and may be asked to attend other official functions at an event, if they are scheduled. If official uniform is specified you will wear either the official uniform provided by the event or the WN official kit as listed above.
Coaching	▪ It is expected that UAP will be present at matches to provide you with coaching and to support and facilitate any discussions with the teams and coaches on specific rule clarifications (which may include footage or clips from matches). ▪ Where possible the UAP will also attend any practice matches you control and will usually attend any meetings, should they be arranged, with teams to discuss rulings or interpretations and facilitate any viewing of videotapes and clips. ▪ You will participate in verbal feedback immediately following each match. ▪ A written report will be forwarded to you preferably within 48 hours of the conclusion of the event. This will usually cover all matches. However, if different UAP have attended games, separate match reports may be provided. ▪ This report is confidential to you, WN, OC and ITP with a copy filed in the relevant WN database. ▪ It is recommended you make a copy available to appropriate personnel in your own country but this is a matter for you to decide.
Report	▪ At the conclusion of the event, you should provide a brief report covering the event using the WN Umpire Event Report Form or WN UAP event report form. ▪ The purpose of the report is to ensure that WN continues to strive for best practice to be applied. Hence WN wants to know what went well and what can be improved. ▪ The report will be confidential to WN personnel. However, WN may wish to follow up any concerns you have expressed and will assume that you are happy for this to be done unless you indicate otherwise. Any sensitive or confidential material will be cleared with you first. ▪ You provide this report as a WN appointed official – hence it is not intended for other bodies. If you have particular concerns that relate to support received by your own country, this should be provided separately.