



**CENTRALISED UMPIRING
OPERATIONS MANUAL
[DRAFT]**

[IMPORTANT]

The document is a guide for the newly introduced MVHA Centralised Umpiring Model in the 2021 season. As the season progresses changes will be made based on a continual review process and in consultation with the clubs. This document is not intended to be a ratified set of rules and therefore necessary changes can occur at any time based on the approval of the Umpiring Committee.

PROGRAM OVERVIEW

Create a model that encourages and enables umpires to upskill whilst providing training and opportunities to those umpires seeking to better themselves. MVHA aim is to:

- enable competent umpires to flourish,
- nurture trainee umpires,
- ensure players can enjoy playing the game in a controlled and safe environment.

COMMITTEE STRUCTURE

Umpire Convenor - Terry Bourke | 0407 016 989

- Responsible for overseeing all aspects of the Centralised Umpiring Program
- Reports to the Board of Management

Umpire Manager - Jason Sipek | 0407 502 780 | umpiring@manningvalleyhockey.org.au

- arranging umpire assessments,
- maintaining a list of competent umpires,
- administering payments,
- applying applicable penalties,
- promote umpire development,
- arranging umpire workshops as required,
- Representative umpire appointments.

Senior Coordinator / Assistant Coordinator - Lindsay Woollard | 0428 363 833

- Appoints umpires to matches for senior games
- Grades umpires per division

Junior Coordinator / Assistant Coordinator - Ashley Harry | 0479 123 474

- Appoints umpires to matches for junior games
- Grades umpires per division

Umpire Coaches

- Trains new umpires
- Approves umpires to go into the umpiring pool
- Assesses existing umpires for gradings
- Provides game feedback to umpires
- Assist in the delivery of professional development courses

BASE FEE STRUCTURE

A GRADE	\$40
B GRADE	\$30
C GRADE	\$20
JUNIORS (Level 1- 11,13,15,18*)	\$10
JUNIORS (Level 2 - 7,9)	\$5

** Subject to a formal competition being in place, not a social competition*

ADDITIONAL ACCREDITATION PAYMENTS PER MATCH

Tier 1: State A or above	\$20
Tier 2: State C or above	\$10
Tier 3: Community or above	\$5

UMPIRE SELECTION & GRADING

Umpires will either be nominated by their clubs or reply to an expression of interest from MVHA for Approved Association Umpires. An Approved Umpire list will be developed and Umpires will be graded based on experience and qualifications.

New members interested in Umpiring will be assigned to the Umpire Development Squad for professional development training and mentoring.

Approved Senior Umpires are able (and encouraged to) train and walk games with junior umpires. These Senior Umpires will be viewed upon favourably when selection of new Umpire Coaches is required.

PROFESSIONAL DEVELOPMENT

All Umpires will be encouraged to undertake the Hockey ED programs as part of their professional development journey. Further training will occur at monthly meetings. A 50% attendance rate at monthly training meetings will be required to receive ongoing match payments.

REPRESENTATIVE UMPIRING

Umpires will be encouraged and financially supported to attend State Championships to increase their experience and qualifications. Opportunities for fund raising will be available with our Major Partner Club Taree. Please express your interest to the Umpiring Committee.

UMPIRE ROLE EXPETATIONS

Until a formal document can be developed specifically for MVHA, we are referencing the current document available in the Appendix.

UNIFORMS

SHIRTS;

Whilst umpiring any matches at the Taree Hockey Centre the Major Sponsors shirt must be worn at all times - no exceptions. This is the arrangement that has been undertaken between the two organisaitons.

Each umpire will be supplied with and sign for a Sponsored Umpiring shirt. This shirt is the responsibility of the umpire and a cost of \$50 will be deducted from match payments in the event of it being lost. Should an umpire choose to cease being part of the umpiring pool they must return the shirt to the Umpire Manager.

MALES; PANTS / TRACK SUIT BOTTOMS

Seniors; long black pants at own expense

Juniors (Level 1); long black pants at own expense

Juniors (Level 2); long black pants **OR** black shorts at own expense

FEMALES; SKIRTS / PANTS / TRACK SUIT BOTTOMS

Seniors; black at own expense

Juniors (Level 1); black at own expense

Juniors (Level 2); black **OR** black shorts at own expense

SOCKS;

Male; Black; at own expense

Female; Black at own expense

SHOES;

Hockey Shoes; at own expense

WHISTLE / CARDS;

Cost of these will be reimbursed by MVHA upon the provision of a receipt with a claim form in the next pay cycle.

HEAD SETS

Will be provided and must be used for all Senior Matches and Level 1 Junior Matches. Responsibility is on the umpires to ensure they are looked after and charged ready for the next umpires.

UMPIRE PAYMENTS

Approved Umpires will be paid in the next monthly pay cycle after they have submitted their claim form. Claim forms submitted after the pay cycle date will be paid in the next pay cycle.

CLUB INVOICING

Clubs will be invoiced monthly in arrears for the completed games and will be required to make payment within 30 days of invoicing. Fees will be set as follows:

- Seniors \$20 per match per team
- Juniors Level 1 - (11,13,15,18*) \$10 per match per team
- Juniors Level 2 - (7,9) \$5 per match per team

** Subject to a formal competition being in place, not a social competition*

Match payments will be reviewed yearly as part of the new fee structure.

MATCH ASSIGNMENTS

Matches will be assigned by the committee monthly and in advance. The only exception to this is the start of the season due to the development of the draw and the timings of the match committees to produce these draws.

Once a match duty is assigned to an approved umpire, it is their responsibility to ensure they complete the duty. Should they become unavailable to complete their duty they are to notify in the following order;

- Senior or Junior Coordinator
- Umpire Manager (umpiring@manningvalleyhockey.org.au)
- Umpire Convenor

NON ATTENDANCE

Non-attendance for an Umpiring Duty is taken very seriously. The following will occur in the event of non attendance by an umpire to an assigned duty

- First offence; verbal warning
- Second offence; written warning

- Third offence; final warning, fine equal to loss of current months Match Fees.
- Fourth offence; the matter will be deemed systemic and referred to Umpire Convenor for further action most likely leading to suspension of Approved Umpire status.

GAME DAY PROCEDURES

Pre Match

Attend Umpires Office to register attendance 30 minutes prior to game time. Complete necessary paperwork.

Post Match

Completion of game cards

Completion of reports

Photo of cards front and back sent to:

- umpiring@manningvalleyhockey.org.au
And then to the appropriate registrar;
- men.registrar@manningvalleyhockey.org.au
- women.registrar@manningvalleyhockey.org.au
- junior.registrar@manningvallleyhockey.org.au

APPENDIX

[Jump In, Umpiring USA - Beginners Guide](#)

Umpire Personal Details Form

Umpire Match Fee Claim Form