

Officiating Working Group

Terms of Reference

Purpose

The Officiating Working Group will provide guidance and operational support to facilitate and enable the delivery of an education and development programme, annually, to provide a sustainable officiating workforce that can deliver for every event required at an agreed standard.

Scope

To support the recruitment, retention, development and deployment of officials at all levels in Northern Ireland. This will include but is not limited to; schools, clubs, regional and national requirements and will require a collaborative approach with NNI Staff and Working Group members working together to ensure continued support and development of officiating. The group, based on their technical knowledge and experience may make recommendations for change in line with current Netball NI policies and procedures but must consider the financial and human resource requirements needed to facilitate recommendations alongside priority level within the overall work plans and budgets for the business.

This Terms of Reference is effective from August 2024 and will be ongoing until terminated by agreement.

Authority

This group shall make recommendations to be approved by the Netball NI Board/Chief Executive subject to delegated level of authority (operational decisions CE/strategic Board).

Membership

The group will consist of members appointed following an open recruitment process based on expressions of interest detailing experience, suitability and vision for the role. Each member must possess relevant skills, knowledge and or experience in a related area. Members are most likely to be umpires (past and present), Tutors, Assessors and Mentors; however, they may come from another relevant background.

Whilst sitting on the group, members should be representing the best interests of netball in Northern Ireland and of the governing body, Netball NI.

The group will be led Netball NI Head of Development, Lisa Rickett, supported by Admin and Education Officer, Rachel Barr. The Working Group may co-opt an independent or expert onto the group if or when needed.

Membership of the group is seasonal, subject to each project completion. Interest will be invited annually from the current membership from the Head of Development for the coming season.

Goals: (to be reviewed by Head of Development & may adjust based on area of strategic focus at that time)

- To identify, recruit and retain a deliverer (officials) and developer (umpire tutors, mentors and assessors) workforce which can support the growth of netball participation.
- To create a structured system of support for officials which is needs led across ALL levels.
- To implement a provision of quality education and training which ensures a highly effective deliverer and developer workforce are operating at all stages of Netball NI's Participant Pathway.
- To ensure an appropriately skilled workforce are suitably deployed across NI domestic competition and performance pathway.
- To enhance the profile and recognition of officiating throughout Netball NI's Participant Pathway.

Deliverables:

Baseline & Documents

- Complete an annual audit and analysis process to flag officials who are reaching the end of the average life cycle in a role and could potentially leave the workforce,
- Complete an audit and survey of all those within and entering officiating within netball in NI. From the data fed back create action plans and use it to focus any development and educational planning. Ensuring that base operational needs are prioritised
- Create and document a TID tool to identify 'talented' umpires from courses and competition activity to feed into targeted progression opportunities.
- Consider the minimum standards of deployment (qualifications, CPD, number of matches) for umpires operating in all participation/performance contexts and draft relevant supporting documentation
- Agree specific areas for action annually, appointing members of the group to specific roles, these include but are not limited to:
 - a) Deployment of umpires and table officials to domestic competition
 - b) Allocate appropriate umpires to performance pathway groups (identify umpires and share with Performance Coordinator for deployment)
 - c) Review umpire awards and delivery methods
 - d) Recommend calendar of education and cpd for umpires, table officials, mentors and assessors
 - e) Deployment of table officials for NNI events
 - f) Review umpire compensation tariffs
 - g) Promotion and development plan for new/young officials
 - h) Create process for and recommend umpires for international competition
 - i) Identify potential mentors/tutors/assessors for upskilling

*Assessors, tutors and mentors will be deployed by Admin and Education Officer

Roles and Responsibilities

The working group is accountable for:

- Identifying issues and providing /delivering proactive solutions to improve the Netball NI officiating pathway in line with best practice and resources available.
- Maintaining the focus of the Working Group on the agreed scope, outcomes and benefits

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- Sharing information that will be useful to the success of the working group's actions.
- Ensuring clear communication when required of information relating to officiating in NI with club umpires and able officials as required.
- Feedback as required to CWG , and vice versa

The membership of the Working Group will commit to upholding the values and objectives of Netball NI by:

- Valuing and respecting the contribution and needs of all group members.
- Be innovative in our thinking.
- Be open to constructive criticism and feedback and embrace challenges.
- Attending all scheduled Working Group meetings
- Sharing all communications and information across all Working Group members
- Making timely decisions and taking action so as to not hold up the project.
- Notifying members of the Working Group, as soon as practical, if any matter arises which may affect the progress of the Working Group.
- Maintaining confidentiality is paramount to the reputation of Netball NI. Members will be privy to information that must not be shared until officially communicated by Netball NI or their representatives.
- Being aware of own conflict of interests and make declarations appropriately, understanding the need to always consider the wider netball landscape
- Adhere to all NNI's policies, specifically Code of Conduct and Social Media policy with particular care given to how things are communicated to each other and outside the group.

Members of the Working Group will expect:

- that each member will be provided with complete, accurate and meaningful information in a timely manner.
- to be given reasonable time to make key decisions within required timelines as and when noted
- to be alerted to potential risks and issues that could impact the project, as they arise.
- open and honest discussions, without resort to any misleading assertions or assumptions
- ongoing 'health checks' to verify the overall status and 'health' of the working group.

Meeting arrangements

- Meetings will be chaired by the Head of Development or suitable agreed alternative.
- Meetings will be arranged as frequent as required for best use of volunteer time.
- Meetings will be held via zoom and when appropriate in person to make attendance as accessible to all participants.
- Quorum will be 75% of total membership
- If required, decision making will be held by vote – 75% majority of those in attendance will be required for a motion to pass.
- Admin & Education Officer (the group may appoint a secretary) will be responsible for sharing an agenda and meeting notes of previous meeting if applicable prior to each meeting via email. It is requested the group share minute taking responsibilities.
- Communication between meetings will be shared via a group WhatsApp and group email; all group members will have access to a shared folder with working documents and reference information.

Reporting

The group shall report to Netball NI Chief Executive

Review

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the Working Group members and the Chief Executive.