

## **Bowls New Zealand Umpires Committee Terms of Reference (2023-2025)**

### **Purpose**

1. The purpose of the Bowls New Zealand Umpires Committee (Committee) is to lead the development and growth of umpiring for the sport of bowls in New Zealand.

### **Membership**

2. The Committee will consist of four registered umpires who are appointed by the Bowls New Zealand Board (Board) under clause 26 of the Bowls New Zealand Constitution.
3. Each member is appointed for a two-year term with the right of one or more terms.
4. The Board will appoint a member as the Chairperson for the duration of the two-year term.
5. The Committee will seek to have geographic and gender diversity at all times.
6. Each member of the Committee should demonstrate the following competencies:
  - Be an experienced umpire and active member of an Umpires Group.
  - Sound knowledge of the Laws of the Sport and Domestic Regulations.
  - Experience tutoring umpires and training adult learners.
  - Displays professionalism, integrity, and ethical conduct in their role as an official.
  - Have experience officiating at club, centre, and national events.
  - Be able to work collaboratively in a team environment and develop effective partnerships.
7. The Chairperson may co-opt suitably experienced umpires to support the Committee with specific responsibilities and functions.

### **Operating Model**

8. The Chairperson will be responsible for leading and delivering the responsibilities and functions of the Committee. This role is expected to maintain a close working partnership with the Bowls New Zealand Chief Executive Officer (CEO), staff and leads (High Performance, Coaching, Greenkeeping, Para), and the World Bowls Laws Advisory Group.
9. The Chairperson may establish an umpires advisory group from time to time to support the Committee with development and growth initiatives. This group will consist of a diverse selection of umpires.
10. Committee members will build collaborative working partnerships with Umpire Groups across assigned geographic zones to provide a point of contact for enquiries and contact with the Committee.

### **Responsibilities & Functions**

11. The Committee will have the following Responsibilities and Functions:
  - Growth & Development
    - Develop and promote initiatives to grow and develop umpiring in New Zealand.
    - Promote the training and development of umpires across the umpire pathway.
    - Promote awareness of the Laws of the Sport and Domestic Regulations.
  - Engagement & Communication
    - Maintain a close connection with all Umpire Groups.
    - Maintain strong engagement with the group leads of Bowls New Zealand.
    - Maintain regular communication with Umpire Groups through multiple channels.
  - Education & Awareness
    - Develop training resources and initiatives to support the initial and ongoing education and awareness of umpires, CTOs, and tutors.
    - Lead initiatives across the bowling community to improve awareness of the Laws of the Sport and Domestic Regulations.
  - Umpire Accreditations
    - Facilitate and conduct national umpire accreditations and re-accreditations.
    - Maintain a database of registered umpires.

- Event Support
  - Support the Tournament Director in the delivery of national events.
  - Appoint Chief Technical Officials to national events.
  - Support a pool of Chief Technical Officials with ongoing training and awareness.
- Advice & Queries
  - Provide advice on the Laws of the Sport and Domestic Regulations to support the operations of Bowls New Zealand and Umpire Groups, and to resolve queries and disputes.
  - Make recommendations to the Board regarding alterations, deletions, or additions to the Laws of the Sport.

### **Administration**

12. The Committee will regulate its own meeting schedule and procedures.
13. The committee will meet monthly or as frequently as needs arise. A face-to-face meeting will be held annually (or more frequently as required).
14. Meetings will be held primarily using online meeting platforms. Other routine and out of meeting business will be managed via email.
15. A quorum of more than 50% of the committee's membership (three out of four members) is required to hold a meeting.
16. The Chairperson will prepare a quarterly report for the CEO on key updates and initiatives.
17. Committee documents and resources will be stored in a Google Drive to allow for group sharing and the Umpires OneDrive as an official record.
18. The primary email point of contact for the Committee will be [umpires@bowlsnewzealand.co.nz](mailto:umpires@bowlsnewzealand.co.nz)
19. The following documents are appendices to this Terms of Reference
  - Appendix One: Advisor to the BNZUC (Technology & Training)
  - Appendix Two: National Umpire Examiner

## **Appendix One: Advisor to the BNZUC (Technology & Training)**

### **Purpose**

1. The purpose of this role is to support the Bowls New Zealand Umpires Committee (Committee) in areas relating to technology and training.
2. This role provides a focus on these areas which presents as a significant opportunity for umpiring growth and development in the next two years.

### **Appointment**

3. The Committee Chairperson will appoint a suitably experienced umpire to this position for a period of one year. Further one-year appointments may be considered by the Chairperson.
4. This is a co-opted position to work alongside the Committee for a specific purpose and does not hold any voting rights.
5. The appointed person should demonstrate the following competencies:
  - Be an experienced umpire and active member of an Umpires Group.
  - Sound knowledge of the Laws of the Sport and Domestic Regulations.
  - Experience in the use of technology and online applications (including social media).
  - Experience tutoring umpires and training adult learners.

### **Responsibilities & Functions**

6. This position will have the following Responsibilities and Functions:
  - Provide advice and expertise to the Committee on areas relating to technology and training.
  - Support the development and delivery of training and development initiatives with a focus on leveraging technology.
  - Support the Committee and Umpire Groups with the use of technology.

### **Administration**

7. This position will report directly to the Chairperson.
8. This position will be invited to attend all Committee meetings and be incorporated into other business as required.

## **Appendix Two: National Umpires Examiner**

### **Purpose**

1. The purpose of this role is to support the Bowls New Zealand Umpires Committee (Committee) in the examination of umpires across New Zealand.
2. This role enables appointed umpires to conduct the national umpire's examination for both Level One and Level Two umpires.

### **Appointment**

3. The Committee Chairperson will appoint suitably experienced umpires to this position for a period of one year. Further one-year appointments may be considered by the Chairperson.
4. This is a co-opted position to work alongside the Committee for a specific purpose and does not hold any voting rights.
5. The appointed person should demonstrate the following competencies:
  - Be an experienced umpire and active member of an Umpires Group.
  - Appointed umpires must be ITO qualified.
  - Sound knowledge of the Laws of the Sport and Domestic Regulations.
  - Familiarity with examination procedures and regulations.

### **Responsibilities & Functions**

6. This position will have the following Responsibilities and Functions:
  - Arrange umpire examinations with Umpire Group.
  - Examine umpire candidates in line with examination procedures and regulations.

### **Administration**

7. This position will report directly to the Chairperson.
8. The function of examining umpires is centrally managed by the BNZUC to ensure national consistency.
9. The examination of umpire candidates will be conducted in line with national umpire examination procedures and regulations.