

**Minutes of the 2019 Annual Meeting of the National Umpiring Staff of SNZ held at
Pelorus Trust House, Seaview, Lower Hutt,
Saturday 20th July and Sunday 21 July 2019 commencing at 9:30am.**

Present: Lindsay Edwards, Jeremy England, Eugene Gilbert, Mark Porteous, Dave Beaumont, Rikki Thompson, Kevin Gorman, Gavin Shepherd, Lance Brown, Wiremu Tamaki

In Attendance: Angela Everson (late arrival – minute taker)

Apologies: Nil

Opening: Wiremu offered the mihi whakatau and welcomed everyone

Notified bereavements: Willie Kotuhi (March 2019), Wiki Sadlier (Willie Sadlier's mum), Jason Seeling (Cass Seeling's son).

Minute recording: Wiremu Tamaki/Angela Everson

1.0	Minutes of the 2018 Annual Meeting Confirmed as true and a correct record. Lindsay/Kevin.	Action
1.1	Matters Arising There were no non-agenda matters arising.	
2.0	NUS Expectations from the weekend's meeting <ul style="list-style-type: none"> • World's best practices versus our own – conformism • Development of levels 3, 4 & 5 – where are we at? • Strategies on boosting numbers – recruitment & retention • Hard outcomes on poor performance, lack of preparation • Pathways Framework – status/fine tuning • Assessment & Evaluation framework – status/fine tuning • Transparency – leaving the meeting knowing everything is open • Tidy up loose ends in our systems & processes. 	
3.0	Strategic Planning <ul style="list-style-type: none"> • Review of Strategic Plan • Pathways well underway • Recruitment & Retention requires a strategy • Training & Development alongside Operational Excellence - still work in progress. 	NUS to set aside a day to review Strategic Plan and next steps
4.0	Reporting	Action
4.1	Northern Region – Mark Porteous <ul style="list-style-type: none"> • Report verbally tabled • One full day works for the Northern Region • Regional clinic to be confirmed (now scheduled for 15th September) 	
4.2	Central Region – Jeremy England <ul style="list-style-type: none"> • Report verbally tabled. Held in the Hutt Valley. Clinic went very well. • A day and a half clinic concentrating on mechanics, well attended with a notable contingent from the Manawatu • 2019 regional clinic – September 21/22 – Hawkes Bay. 	

4.3	<p>Southern Region – Dave Beaumont</p> <ul style="list-style-type: none"> • Report verbally tabled. Three clinics in the southern region. • Canterbury – clinic held over the Jefferies and Jubilee Cup, pre assessments given to those who were being assessed at nationals • Cheryl Kemp can assist with venue and funding • Invercargill – administered by Rikki Thompson and Dave Beaumont • Rikki gave a presentation on giving and receiving feedback which was well received. Up and coming clinic - 31 August – Invercargill. One day clinic to coincide with Dennis Ormsby’s “Big Bash”, open invitation • Nelson – administered by Dave Beaumont and Mark McFarlane, 10 umpires attended, captured 4 into the programme. Clinic focused on what the attendees wanted to know. Clinic consisted of board work, rules and live umpiring mechanics • Upcoming clinics • 14th & 15th September – Nelson • 21st & 22nd September – Nelson 	
4.4	<p>RDU at Large – Lance Brown</p> <ul style="list-style-type: none"> • Level 4/5 standard of umpiring is a concern, missing basics and not at the level required for the big three pinnacle tournaments • Lack of preparation in local competitions and tournaments is a cause for sub-standard performance at national tournaments • Grassroots umpiring is a requirement • Code of Conduct to be addressed at regional clinics • Umpiring in associations/development • Accommodation seems to be improving • A need to streamline our comms process regarding tournament logistics to those appointed. 	<p>Info required to EG as early as possible</p>
4.5	<p>Tournament Chief Umpire Reports</p> <ul style="list-style-type: none"> • NUS members were happy with the consistent messaging and comments provided by TCUs. 	<p>Create a TCU manual</p>
4.6	<p>Assessment framework/program</p> <ul style="list-style-type: none"> • Assessment Framework – administered by Lindsay Edwards and Rikki Thompson • Framework and assessment tool are quite robust and could be used for development process to ensure a fair process. • No feedback from assessor to the umpire during assessment • Level 6/7 umpires are still required to be assessed and provided with feedback • Stagnant umpires to be included in assessment • Expressions of Interest can be sought from the TC or umpires who wish to be assessed and provided with feedback. (Talent ID) • Requirement to make a meaningful assessment will be 4 games, (2 plate & 2 base) • Another assessor may be called in to assist if they are in the area of the tournament • The TCU may use their discretion to work outside of the guidelines in reference to Level 2 • Allocation of time at tournament – i.e. may not be required for the entirety of the tournament, manage time spent at the park • 	
4.7	<p>Game Tallies</p> <ul style="list-style-type: none"> • Current platform is inconsistent 	<p>RT to work on a solution</p>

	<ul style="list-style-type: none"> Rikki Thompson suggested a google doc as the database to form a nationwide system. 	
5.0	Grading	Action
5.1	Grading Review of 2017/18 Assessments – Ratified and Endorsed <ul style="list-style-type: none"> Michael Lee level 4 to Level 5 – Approved Dennis Ormsby Level 4 to Level 5 – Approved Ben Horn Level 5 to Level 6 – Approved Tama Howard Level 5 to Level 6 – Approved. 	WT to advise candidates, arrange certificates for regional clinic presentation
5.2	Recommendations for the upcoming 2019/20 season <ul style="list-style-type: none"> Eli Lesperance to be assessed for Level 4 – U18 Boys Kevin Sheehy to be assessed for Level 4 – U18 Girls Taura Roundtree to be assessed for Level 4 – U18 Girls Matt Sneddon to be assessed for Level 4 – U18 Girls Sean McCormack to be assessed for Level 4 – U18 Boys Cameron Wallace to be assessed for Level 4 – U18 Boys Chris Boyce to be assessed for Level 5 – Men’s Clubs Keith Marsh to be assessed for Level 5 – Men’s Clubs Steve Cooper to be assessed for Level 5 – Men’s Clubs Leon Hopa to be assessed for Level 6 – NFC Jill Farquhar to be assessed for Level 6 – NFC or Men’s Clubs Level 1, 2 and 3 to be evaluated in-region and approved by the regional RDU. 	WT to send invitations to candidates
5.3	Framework / Regrading Process <ul style="list-style-type: none"> The Local Chief Umpire (LCU) can make requests to review umpires that are not performing at the expected level Process of non-performance to assess umpires that are not up to standard Identify umpires of concern LCU to request review Discussions to be held with umpire concerned Umpires to be forwarded assessment result Lindsay Edwards to assess re-evaluation Guideline – 3 years on consistently poor performance Year 1 – Identified by TCU discussion Year 2 – has the umpire progressed Year 3 – re Grade finalised. 	Identified by this group
5.4	International Relations Junior Men’s World Nationals <ul style="list-style-type: none"> Communicate with visiting umpires to ascertain interest in attending the NFC, prior to Junior Worlds. SNZ Canadian and ISC Exchangee <ul style="list-style-type: none"> Our turn to host the Canadian exchangee and the ISC exchangee. Australian Exchangee <ul style="list-style-type: none"> Opportunity to attend SA national tournament 	WT Liaise with UIC of international programmes and confirm opportunities. WT to keep in touch with junior world logistics
6.0	Assessment Framework – Evaluations & Procedures <ul style="list-style-type: none"> Educate members about practical assessments being separate and independent from re-grading process 	

	<ul style="list-style-type: none"> Assessors need to amend their comments, with no recommendations Some comments contradict grading assessment, i.e. umpiring above grade, recommendation given from assessor is to remain at current level This body approves the grading and regrading status of all umpires Requirements from the assessor will be based on what they saw and what they did not, with no recommendations in terms of re-grading Assessed umpires to receive written assessment feedback within seven days of the tournament finishing Process for collation of assessment information <ul style="list-style-type: none"> Individual assessors send assessments to RT RT to collate, record in database and load to repository system i.e. Dropbox LE and WT to review final assessments Action point to create a generic template to assist assessors in how to structure feedback comments. 	
7.0	<p>Rules & Rulebook</p> <ul style="list-style-type: none"> Exam dates Friday 30th August & Sunday 15th September Two-week timeline to complete Open Book exam, 15-20 video clips, one attempt only, no resits Scores will be issued after the close off date Level 1-3 first 50 questions Level 4 up next 50 questions Online access only Must include name, email address and association 	EG Deliver printed rule book by July 31st
8.0	Nationals	Action
8.1	<p>Tournament Chief Umpire Reports</p> <ul style="list-style-type: none"> Reports tabled and read 	LE To draft TCU handbook
8.2	<p>National Tournament Application Process</p> <ul style="list-style-type: none"> Umpires wishing to attend National Tournaments need to express interest to their association UIC along with a development plan Consistency is required across the board. This needs to be led from the top in regards to team expectations at nationals Applications are coming in early however the allocation of umpires in reference to capability/level of standard is of concern Consideration to be given to umpires who attend tournaments outside of their region. Also up to NUS group to promote and assist umpires with development to prepare for national Tournaments Pre-requisite needs to be set, however umpires that have not met the pre-requisite should not be disadvantaged due to the local competitions in their area. 24 TCU's required to cover 12 National Tournaments with members on the NUS and others to chief tournaments. Discussed at large an umpire levy charge <ul style="list-style-type: none"> Perhaps incorporate grading level into the charge starting at Level 2/3 or 4 that have met the criteria requirements, use these to fund tournaments? WT/LB to work with the perimeters for this proposal. U18 Boys – all Palmerston North Umpires need to attend, promote development Set allocation for the 2020 season now. 	EG – Assn Umpire Levy, Proposal – working group to advise perimeters/va lue the purpose and benefits of this levy. (WT/LB) Set Tournament Allocations

	<ul style="list-style-type: none"> • Solution required to entice quality umpires attending tournaments, early comms to TCU's <ul style="list-style-type: none"> ○ Identify the TCU ○ Dates of Tournaments ○ Lindsay & Dave will lead the national application portfolio ○ Providing opportunities for all umpires to attend national tournaments • TCU could liaise with the crew to confirm with EG (arrival is normal 6.30pm, departure normally 6pm) • LE to advise umpires who have been targeted to attend specific national tournaments – EOI's to be sent out August 1st and due 18th August, with a follow up. RDU to advise membership notification of expectation of EOI's. • 1st Sept all allocation should be signed off and sent EG • Wish list – and compare to actual, this would highlight the budget restrictions. Local UIC / RDU to endorse (or not) all applications, effectively vouching that the umpire is active, prepared, and performing at a standard expected of the tournament 	
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8.3 Confirmed National Tournament Schedule. Identified Tournament Chief Umpires

Tournament	Date	Venue	Tournament chief/	Asst Chief	To be evaluated	Evaluators
NZ Jnr SS	25-28 Nov	Fraser Park Lower Hutt	Wiremu Tamaki			
U23s	5-8 Dec	Mizuno Park Christchurch	Mark McFarlane			
U15 Boys	9-12 Jan	Te Atiawa Park – Kapiti Coast	Rikki Thompson	Gavin Shepherd		
U15 Girls	9-12 Jan	Mizuno Park Christchurch	Dave Beaumont			
U18 Boys	16-19 Jan	Colquhoun Park - Palmerston North	Gavin Shepherd	Dennis Smith	Eli, Cameron	
U18 Girls	16-19 Jan	Phyllis Street Reserve – Auckland	Kevin Gorman	Tama Howard	Taura, Sheesh, Matt	Cass Seeling
NFC	13-16 Feb	Fraser Park Lower Hutt	Lindsay Edwards		Jill, Leon	Ray/Dave
Men's Clubs	18-22 Mar	Mizuno Park Christchurch	Wiremu Tamaki		Steve Cooper, Keith Marsh, Chris Boyce	Lindsay/Mark
Women's Clubs	19-22 Mar	Rosedale Park Albany	Nicola Ogier			
Div. One SS	30 Mar – 3 Apr	Resthills Hamilton	Mark McFarlane		Sean McCormack	TBC
Div. Two NISS	31 Mar – 3 Apr	Akina Park Hastings	Ray Dyason			
Div. Two SSS	31 Mar – 3 Apr	Saxton Fields Nelson	Leon Hopa	Dave Beaumont		

9	<p>Evaluation of TCU's and ATCU's</p> <ul style="list-style-type: none"> • RT did a Survey Monkey as a trial for the U15 Boys Tournament • Link sent to the crew – provided an opportunity for the crew to provide feedback to the TCU – the survey outlined the following information • Organisation / Food/ Feedback to umps / Allocations (appropriate for tournament-felt supported) / Support / Enjoyment / Future Tournaments / Strengths / Suggestions / anonymous feedback 	
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	<ul style="list-style-type: none"> Information to be shared with the NUS & chief. It's a survey design for Development & improve on our expectations overall. – RT to present a recommendation as to process – SNZ?? Self-evaluation could be included also. 	
10	Pathways Framework	
	<ul style="list-style-type: none"> Introduction to umpiring presentation – Porty to resend vanilla version with cut-off date. Porty to give to Gavin to load on the website. 	MP
11	Bat check Process	
	<ul style="list-style-type: none"> Mark and Nikki – introduced a process No ASA Bats, ISF oval not legal Amend the bat protocol Bats are required at the Managers meeting, bats coming in the next day just prior to game time – players/managers to be advised that yes the bats will be checked, however you will receive them once the crew has time to complete the appropriate testing. Recommendation to SNZ to take lead in regards to bats present at Manager's meeting that a fine be imposed on the team/assn. Players using an unapproved bat - the punishment should be an ejection Bat Sticker – hologram tamperproof sticker – recommendation to replace the current SNZ sticker. LB recommend to purchase 3 rolls of tape via Nikki 2020 source a hologram with a year RT to work with Nikki Moved 	
12	Website	
	<ul style="list-style-type: none"> Runs off the SNZ Engine GS & WT update Resource tab – Tool Box Umpire Appointments Template requires updating to the current version. RT to email WT updated version to upload Discuss with SNZ Glen Roff regarding the layout of the SNZ, options of having step down tabs 	
13	On diamond uniform at National Tournaments	
	<ul style="list-style-type: none"> Fieldhouse – on diamond shirts/ caps Official on diamond jacket – not held in stock Call out to Assn's to order in bulk at the beginning of the season, individual to pay for the uniform. Officiating the process will be the RDU's Info to the RDU – supplier/cost/dates Uniforms – LB will take this portfolio- WT will provide all information, These items would be available to the umpire's fraternity for off diamond apparel. 	
14	Women in Umpiring – Recruitment / Retention	
	<ul style="list-style-type: none"> What is the impediment? Female voice is required. The portfolio will run alongside of the NZ Umpires working group. 	

	<ul style="list-style-type: none"> ○ A position and role description to be created which focuses on recruitment and retention ● Request assistance from SNZ for the position description <ul style="list-style-type: none"> ○ WT to follow up ● This position to be advertised. 	
15	<p>Awards</p> <ul style="list-style-type: none"> ● SNZ Umpire of the Year – Completed ● Presentation of certificates to be presented at Regional clinics <ul style="list-style-type: none"> ○ 2 x Level 6 Ben/Tama ○ 2x Level 5 Michael/Dennis ● EG to get certificates out asap ● Distinguish Service/ Local Awards ● JE will look at the criteria, and make recommendation/s to WT – to be actioned for next year ● Regional awards to be noted in the AGM minutes – refer RDU reports for recipient names ● Counties Manukau reported incorrect umpire of the year – named as Chris Boyce, should be Darryl Paul. 	
16	<p>Policy</p> <ul style="list-style-type: none"> ● Election of officers – UIC Role, RDU role AUIC role ● WT will look in to the policy ● DB – set up of the NUS can we establish a 2nd DDU role ● SNZ appoint UIC/RDUN/ RDUC/ RDUS ● Succession plan ● RT disestablish the RDU@L and re-establish DDU – in which LB would step into this role. ● WT to view the policy regarding the process of re-establishing a role ● Policy Review – WT will review these policies 	
17	<p>Record Keeping</p> <ul style="list-style-type: none"> ● SNZ Umpire Records Database – WT has this information ● Tamati Montgomery – WT to discuss with Tony to recognise as the AGM 	
18	<p>Updates</p> <ul style="list-style-type: none"> ● H&S – Concussion Policy – player requires a medical clearance before they can take the diamond. ● Talent Management ● Pathways – completed ● Coach/mentor – refer Strategic Plan – (requires updating) 	
<p>Meeting Closed Sunday 21st June at 12.30pm</p>		