

# TCU Standard Operating Procedures – SNZ National Tournaments

SNZ Umpires – 2023

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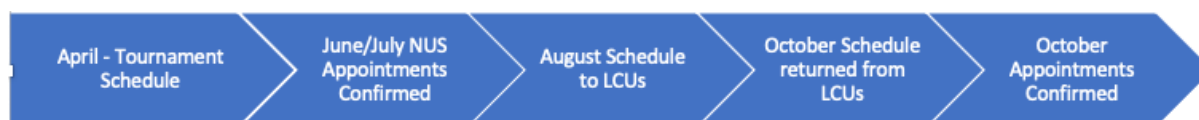
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## Background

This booklet aims to provide details and timelines to assist those appointed as Tournament Chief Umpires to National Senior and Junior SNZ Tournaments. They specifically relate to the following tournaments but can provide a useful guide for Regional or Local tournaments as well.

- NFC – L6 & L7 Umpires Only
- Men's Open
- Women's Open
- U17 Boys
- U17 Girls
- U19 Boys
- U19 Girls
- Secondary Schools Division 1 Boys & Girls
- Secondary Schools Division 2 Boys & Girls **North**
- Secondary Schools Division 2 Boys & Girls **South**

### NUS Timelines



### TCU Timelines



<b>NUS Timelines</b>		
<b>Time</b>	<b>Activity</b>	<b>Actions Required</b>
<b>April</b>	<b>National Tournament Schedule</b> The tournament schedule is ratified at the SNZ AGM	Nil
<b>June/July</b>	<b>NUS Meeting</b> <ul style="list-style-type: none"> <li>• TCU's &amp; DTCU's are allocated at the annual NUS Meeting</li> <li>• Appointment for NFC to be confirmed and advised</li> <li>• Any appointments for evaluation to be confirmed and advised</li> </ul>	SNZ Chief Umpire (CU) to confirm appointments
<b>September</b>	<b>National Appointments Schedule</b> <ul style="list-style-type: none"> <li>• Are to be sent to all LCUs</li> <li>• LCUs to forward to all appropriate applicants</li> </ul>	SNZ Chief Umpire delegate (CUD) to send out to LCUs
<b>Mid October</b>	<b>National Appointments Schedule</b> <ul style="list-style-type: none"> <li>• To be verified</li> </ul>	CUD
<b>Late October</b>	<b>Tournament Chief Umpires (TCU) are to be confirmed</b> <ul style="list-style-type: none"> <li>• Via website</li> </ul>	CU
<b>November</b>	<b>TCUs are to be advised of the crew</b> <ul style="list-style-type: none"> <li>• Via email</li> </ul>	CUD
<b>TCU Timelines</b>		
<b>~6 weeks to go</b>	<b>Six weeks prior to the respective tournament, TCU to contact the crew and confirm</b> <ul style="list-style-type: none"> <li>○ Dates</li> <li>○ Location</li> <li>○ Accommodation</li> <li>○ Code of Conduct</li> <li>○ Crew names</li> <li>○ SNZ Emergency Contact Form</li> <li>○ Zero Tolerance Policy</li> <li>○ Concussion Policy</li> </ul>	TCU All umpires are to return the required forms along with up-to-date contact details. Refer TCU checklist.
<b>~4 weeks to go</b>	<b>Four weeks prior to the respective tournament, TCU to contact the crew and confirm</b> <ul style="list-style-type: none"> <li>○ Transport arrangements</li> <li>○ Room allocations</li> <li>○ Confirm any medical/dietary requirements</li> </ul>	TCU
<b>~1 week to go</b>	<b>One week prior to the respective tournament, TCU to contact the crew and provide</b> <ul style="list-style-type: none"> <li>○ Tournament Handbook</li> <li>○ Draw</li> <li>○ First day's allocations</li> <li>○ Create Chat Group (Messenger/WhatsApp or similar) - Optional</li> </ul>	TCU

# Tournament Chief Umpire Checklist

	Details	Check
What	Tournament:	
Where	Location:	
When	Dates:	
Crew	Obtain Details per Appendix 1	
Accommodation	Details: Room allocations:	
Flight Schedules	Confirm details per Appendix 2	
Transportation	Confirm details per Appendix 2	
Laundry	What facilities are available?	
Draw	Obtain from SNZ	
Chat Group	Messenger, WhatsApp or similar	
First Days Appointments	<a href="#">SNZ Umpires Allocations form</a>	
Mechanics	Advise main system e.g. two or three umpire system	
Forms to Complete & Review	SNZ <a href="#">Emergency Contact Form</a> and <a href="#">Code of Conduct</a> WBSC <a href="#">3 &amp; 4 Umpire System</a>	
Catering	Food, additional cost (if any), dietary requirements/allergies	
Handbook	Sent to participants including Concussion Protocol & Zero Tolerance Appendix 3 & 4	
Manager's Meeting	Time/Location	
Bat Check	Attach Protocols (Compression Yes/No) – Appendix 5	
Badges & Bars	Check numbers with SNZ	
Evaluations/ Assessors	Confirm evaluations and Assessors if applicable	
Chief Scorer	Contact Chief Scorer	
LCU	Contact LCU for local information	
Post Tournament	TCU Tournament Report to be sent to SNZ Chief Umpire within two weeks – Appendix 6	

## Appendices:

### Appendix 1

Name	Association	Level	Comments	Mobile	SNZ Bar Given	On Messenger App

### Appendix 2

Name	Association	Flight Schedule	Transportation Arrival	Transportation Departure

### Appendix 3

[Concussion Protocol](#)

### Appendix 4

[Zero Tolerance](#)

### Appendix 5

[WBSC Bat Test Protocols](#) & [Video](#)

### Appendix 6

[Post-Tournament TCU Report](#)

NB These are minimum standards and are current as of June 2023. Additional information and details may be provided dependent on the standard of the tournament – Feel free to add as you see fit. Further information may be obtained from the SNZ Chief Umpire or any National Umpire Staff (NUS) member.

## Examples:

Name	Association	Level	Comments	Mobile	SNZ Bar Given	On Messenger
Joe Blow	Auckland	7	Local	021 xxx-xxxx	No	Yes
Harry Styles	Wellington	6	Visitor/Air	021 xxx-xxxx	No	Yes
Mike Trout	NH	7	Local	021 xxx-xxxx	No	Yes
Lindsay Edwards	Whanganui	3	Visitor/Car	021 666-666	Yes	No

Name	Association	Flight Schedule	Transportation Arrival	Transportation Departure
Joe Blow	Auckland	N/a	Own transport	N/a
Harry Styles	Wellington	NZ 544/NZ545	14:35 dd/mm/yyyy	18:30 dd/mm/yyyy
Mike Trout	NH	N/a	Own transport	N/a
Lindsay Edwards	Whanganui	N/a	Own Transport	N/a

## 2019 Men's Open

Game	Date	TIME	Sectn	Team	Team	P	1	2	3	Clock	◇
1	13-Mar-19	10:00 AM	A	PONEKE-KILBIRNIE	ALBION	DF	RD		RS		4
2			A	PORIRUA CITY UNITED	HUTT VALLEY DODGERS	MM	JH		JE		1
3			B	JOHNSONVILLE	HUTT VALLEY MARIST	GS	AM		DB		10
4			B	PCU DEVILS	ISLAND BAY	TH	BW		KK		2
5		12:00 PM	A	RAMBLERS	AUCKLAND MARIST	LB	RS				2
6			B	MIRIMAR	OTAHUHU	BH	JE				4
7			B	PCU DEVILS	NORTHCOTE	MP	SM		GS		1
8		2:00 PM	A	HOWICK	PONEKE-KILBIRNIE	DB	BH		KS		2
9			A	PORIRUA CITY UNITED	PAPANUI	JH	MM		TH		10
10			B	ROOSTERS	JOHNSONVILLE	RD	DF		LB	KK	1
11			B	MIRIMAR	AUCKLAND UNITED	AM	MP				4
12		4:00 PM	A	RAMBLERS	ALBION	JE	TH		MS	DF	1
13			A	AUCKLAND MARIST	HUTT VALLEY DODGERS	BW	KK		KS		10
14			B	PCU DEVILS	HUTT VALLEY MARIST	SM	MP				4
15			B	NORTHCOTE	OTAHUHU	RS	LB		AM		2
16		6:00 PM	A	HOWICK	PAPANUI	BH	GS		DB	KS	1
17			B	MIRIMAR	ISLAND BAY	KK	DF		BW		2
18		8:00 PM	B	ROOSTERS	PORIRUA CITY UNITED	MM	JH		RD	SM	1

