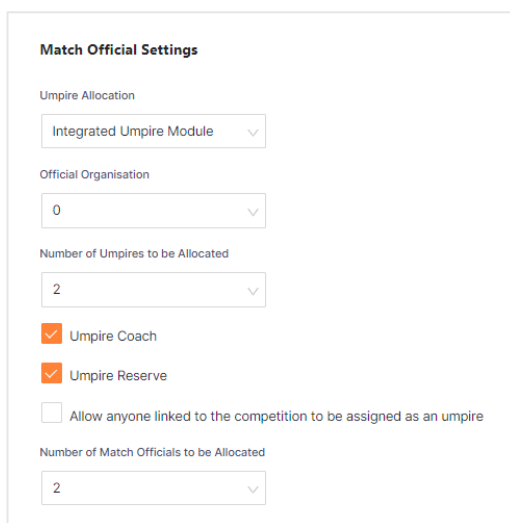The Netball Connect Umpire module is an efficient way to integrate umpire allocations to your competition. You can manage, roster and pay your umpires in a few simple steps.

Integrating Umpires

The first step is to enable Integrated Umpires for your competition. Navigate to Match Day > Select the Competition > Settings > scroll to Match Official Settings and select your options from the dropdown box.

Three options for Umpire Allocations are:

- None
- Integrated Umpire Module - use the umpire module to manage, assign, pay etc
- At Court - Allows a team manager to allocate anyone linked to the competition. If *At Court* is selected, the setting "*Allow anyone linked to the competition to be assigned as an umpire*" must be checked. If this option is not selected, umpires will need to register to the competition or be added manually through the admin panel so they can be added *At Court*.
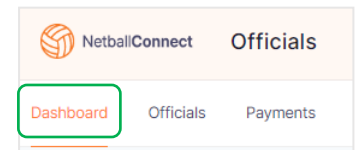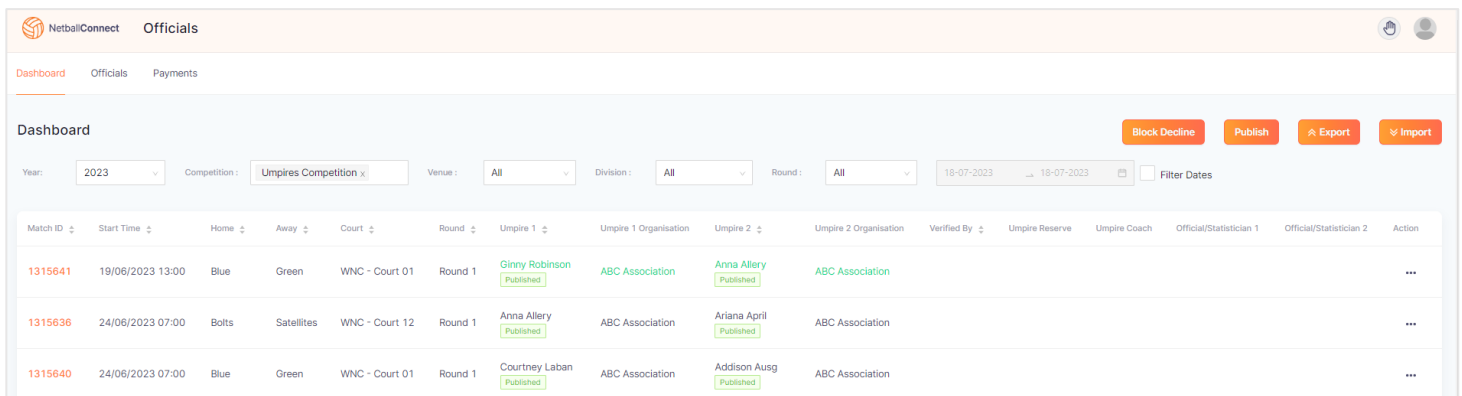

Once umpires have been Integrated you can complete the setup in the Umpire Module. Access the module by selecting 'Officials' from the module selector, or via the Match Day module Umpires under Competition Details.

Umpire Dashboard

The Umpire Dashboard displays all matches for the published Competition (if the competition doesn't appear, ensure Integrated Umpire Module is selected in Match Day > Settings).

Manually allocate umpires through the dashboard by clicking the three dots under the action column or you can allocate them via the rostering heading Officials tab > Umpire Allocation.

Additional options on the Dashboard include:

Block Decline
This setting effectively blocks umpires from declining their allocated games at a set time frame. Ie you may run competitions on Friday and wish to block umpires declining their games on Wednesday night.

Publish
Publish sends game allocation notifications to all Umpires. Umpires receive notifications in the Netball Connect app and from there the umpires accept or decline their allocations. Subsequent changes must be re-published, notifications will then be sent to umpires affected by the changes.
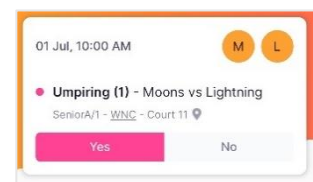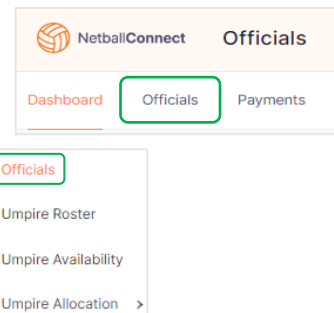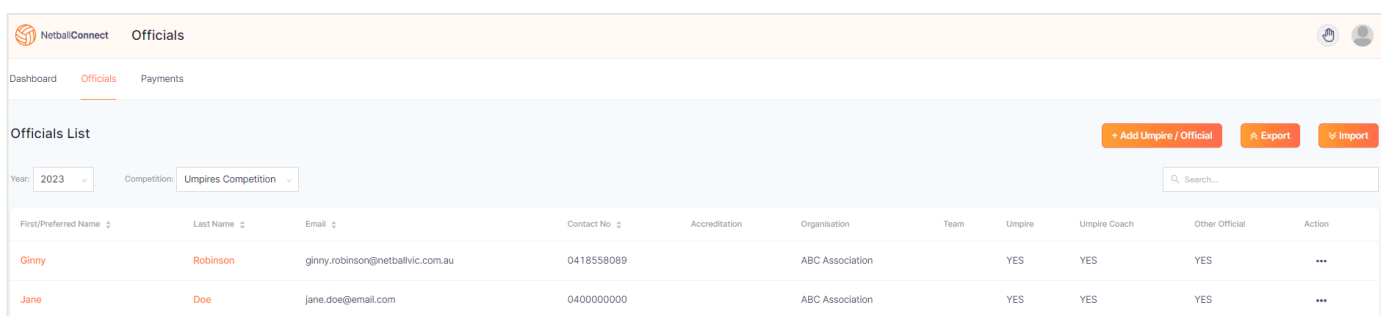

Export
Exports a list of umpire allocations.

Import
Umpires that register directly to the competition will automatically appear in the Umpire List. Umpires can be imported via the Umpire template to import umpires and added manually via Officials > Officials > Add Umpire.

Officials Tab

The Officials tab displays all registered Umpires and currently allows the competition organiser to import other umpires that need to be added. You can assign them to matches via the Umpire Roster or you can allocate via Umpire Allocation. Additional options on this page are to Add Umpire/Official, Export and Import.

Recording Official/Statistician (such as bench officials) can be enabled via Match Day > Settings. The Official/Statistician 'role' can be added to an umpire profile as explained below.
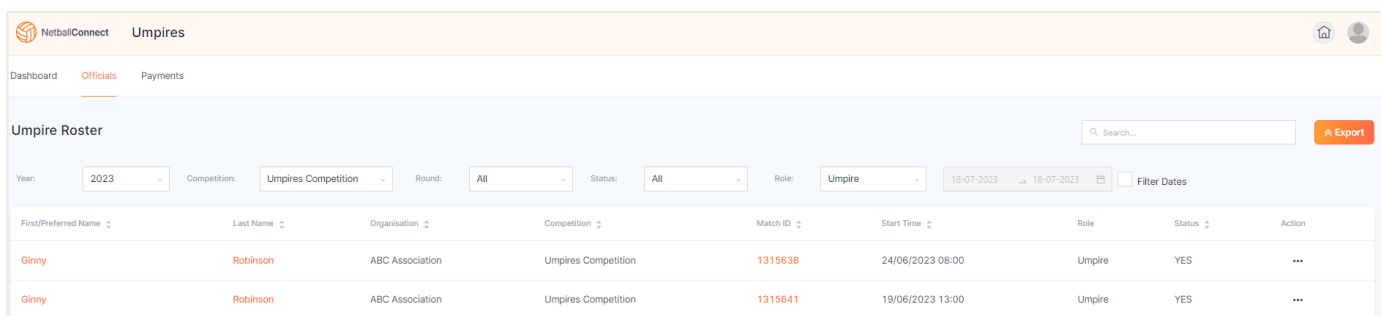
Select the three Action dots (…) to:

- *Edit* the individual umpire's profile - Link them to an Organisation, select their role Umpire, Umpire Coach, Other Official/Statistician
- *Assign to Match* - This allows you to manually assign umpires to matches.
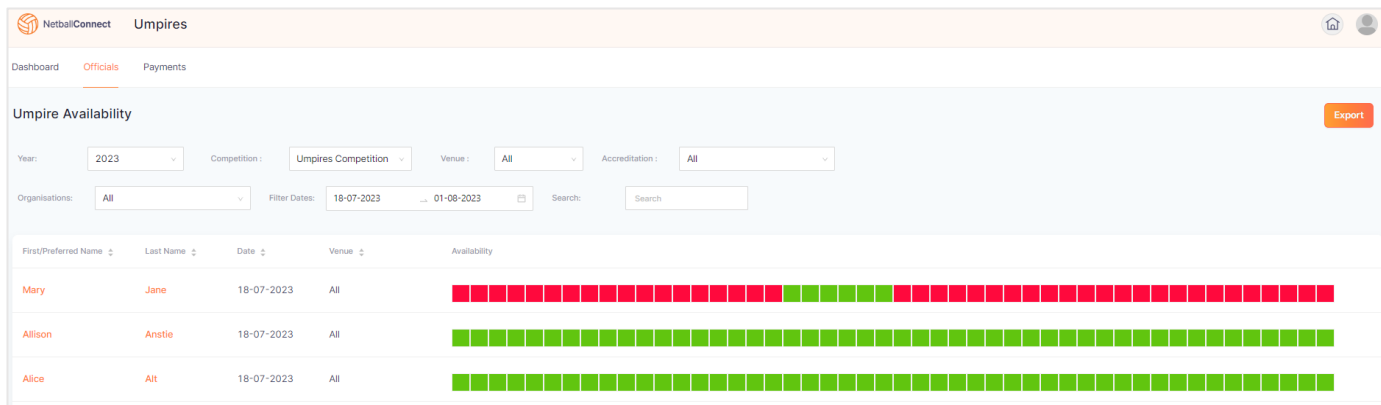
Umpire Roster

The roster displays a list of umpires and their allocations. Under *Action* you can Accept or Decline an allocation on behalf of the umpire. Filter by Round, Status (Accept, Decline, No Response), Role, Date range and export.

Umpire Availability

Displays umpire availability. Umpires have the option to update their availability via their user profiles. They can do this venue by venue. Administrators also have the option to update by clicking the umpire name > Umpire Availability. Umpires will only be allocated to games based on this availability.
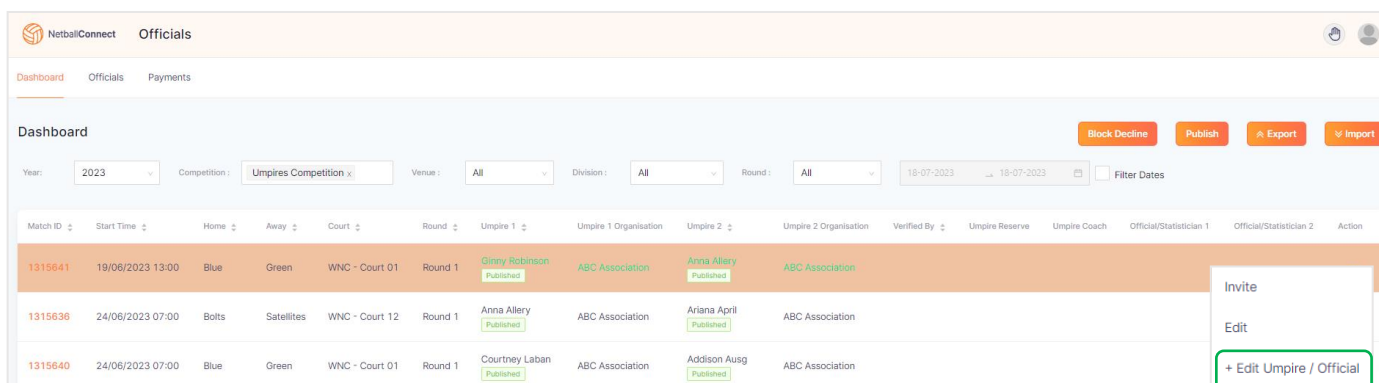

Umpire Allocation

Settings – This section allows you to select how you want to allocate umpires. The options are:

- Manually Allocate
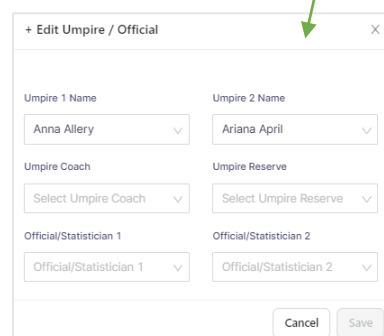- Allocate via Pools
- Umpire your Own - Team

Manually Allocating Umpires

Umpires can be rostered manually via the Umpires Dashboard - click *Action > + Edit Umpire/Official.*

From the pop-up, select an umpire from the available list. Umpires already allocated at that time or who are listed as unavailable will be greyed out and not able to be selected.
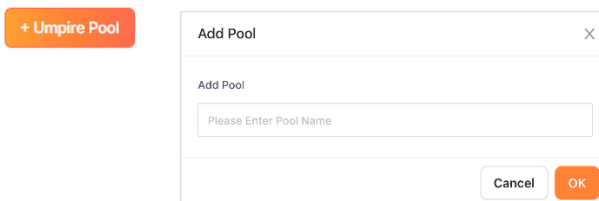
Umpires can also be manually allocated via the officials list
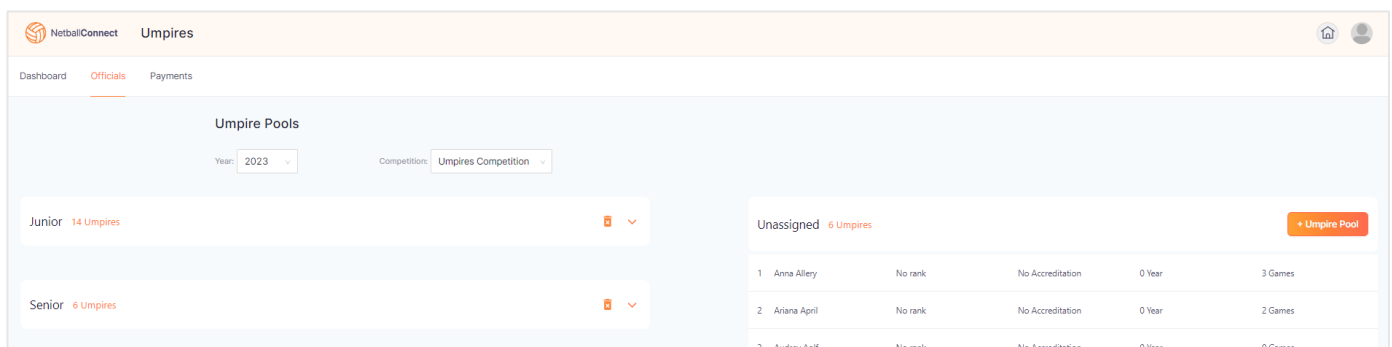Officials > Officials > Action> Assign to match.

Allocating Umpires via Pools

This takes a little time to setup but once setup, allows for easy allocations for larger competitions. Something to keep in mind is your individual pay scale for umpires, and if they differ for division/timeslot, this may determine how you wish to setup the pools. Please reach out to your Netball Victoria Participation Team Member or lodge a ticket if you require assistance in how best to setup pools based on your Association requirements.

Select Officials > Umpire Allocation > Umpire Pools. Select the + Umpire Pool button and enter a name for your pool. You may choose to setup via timeslots, or divisions.

In this example, there is a Junior and Senior Pool. Simply click and drag umpires in the Unassigned section to the desired pool. Click Next to assign pools to be allocated to certain Divisions/Grades.

A few other things to note:

- Choose to apply the same settings by All Divisions or different settings for Divisions - allocate them manually, via pools or assign umpires to umpire their own team.
- Umpires can be replicated and assigned to multiple pools. This is particularly handy when pay scales differ based on timeslots/divisions etc.
- In the Umpire pools screen you can see umpire accreditation, rank, number of years they have been umpiring and the number of games umpired to help inform their pool allocation.

In this example, the Junior Pool of umpires have been assigned to umpire the Junior 1/A Division and the Seniors have been allocated to umpire both Junior and Senior.

Umpire Pools Allocation To Divisions/Grades

Year: 2023   Competition: Umpires Competition

Umpire Pools

Junior   JuniorA/1 ×

Senior   SeniorA/1 ×   JuniorA/1 ×

Back   Allocate Umpires   Save   Next

Allocate Umpires   ×

Which rounds do you want to allocate?

Select

Cancel   OK

Click Allocate Umpires > Select the Rounds/Divisions you wish to allocate. Go to the dashboard to review the allocations. Edit Umpires as required and once satisfied, select *Publish*. Upon publishing a notification will be pushed via the Netball Connect app to all umpires to notify them of their allocations. There are no fees incurred in these notifications. Umpires accept their allocations via the Netball Connect app. More information here.

Umpiring your Own Team

This option will automatically allocate umpires linked to teams to those matches. You can view which matches they have been assigned to on the Umpire Dashboard.

Communications

The Communications module allows you to send communications to a Single Competition and individual roles, including Umpires. A great solution to advise the umpire group of allocations or to remind umpires to accept/decline allocations.
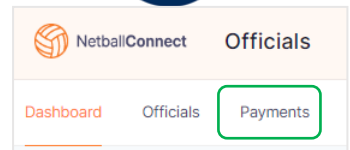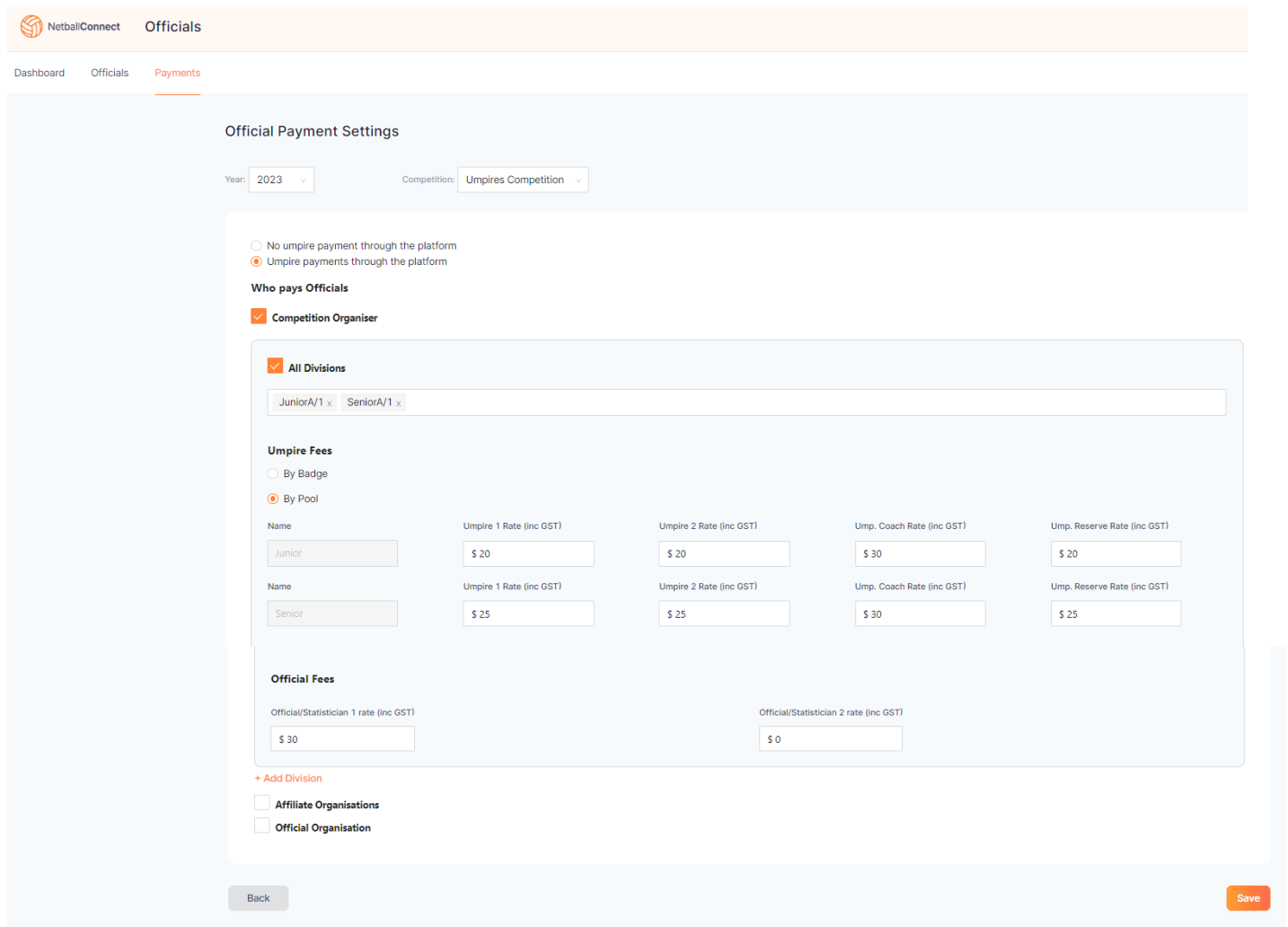
Umpire Payments

The Payments tab allows you to facilitate payments and determine any appropriate payment settings.

Setup pay rates via Payments > Settings. In this example we are paying umpires based on the pools created and the Competition Organiser is going to make payments.

Umpires payments can be made by the following, or by a mix of any, based on divisions.

- Competition Organiser – Organisation running the competition.
- Affiliated Organisation - Organisation the umpires are linked to.
- Official Organisation - This official organisation is selected in Match Day > Settings > Match Official Settings.

Set the Umpire rates based on your selection, see screenshot below as an example.
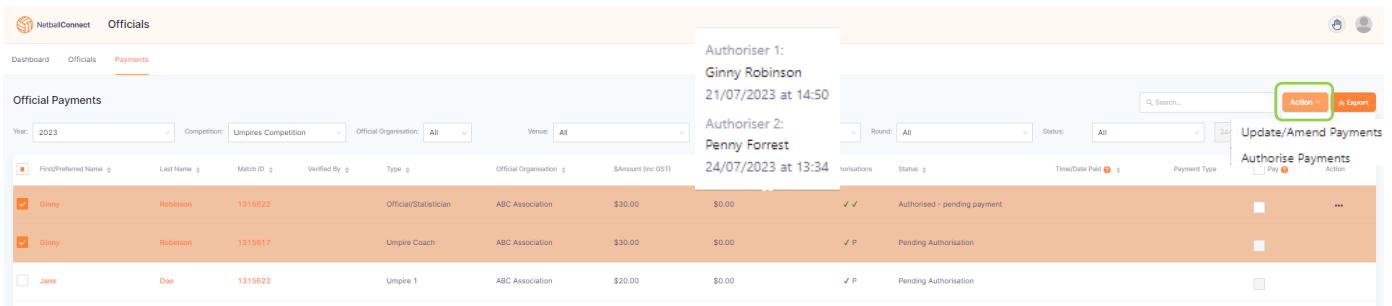
Once Matches have been played, scores submitted or entered and games ended, umpires will appear in Payments > Payments. These umpired games are ready for payment. You may choose to process umpire payments after each round. If so Filter by Round. You will see all umpire payments ready for settlement.

Umpire Payments will be authorised by two people. This could be two administrators such as an Umpire Supervisor and Treasurer.   In this example Authoriser 1 is the umpire supervisor. They would login to Netball Connect using their administrator profileto review and confirm all umpires/matches are correct. Authoriser 2 might be the Treasurer, they login using their profile and confirms and processes payments. Authoriser 1 and 2 are automatically updated. To view the Authorisers, hover over the green ticks

Authoriser 1 and 2 can bulk Authorise Payments by selecting the records they wish to authorise > Select the Action button > *Authorise Payments*.

There is an option available to add or deduct extras, ie add travel allowance or deduct payment for whistle etc. Click the checkbox against the umpire/s you wish to add an adjustment to > Select Actions > Update/Amend Payments > Enter the amount (this can be a debit amount, select Deduct), Click Save. These amendments will appear on the Extras/Deductions column.
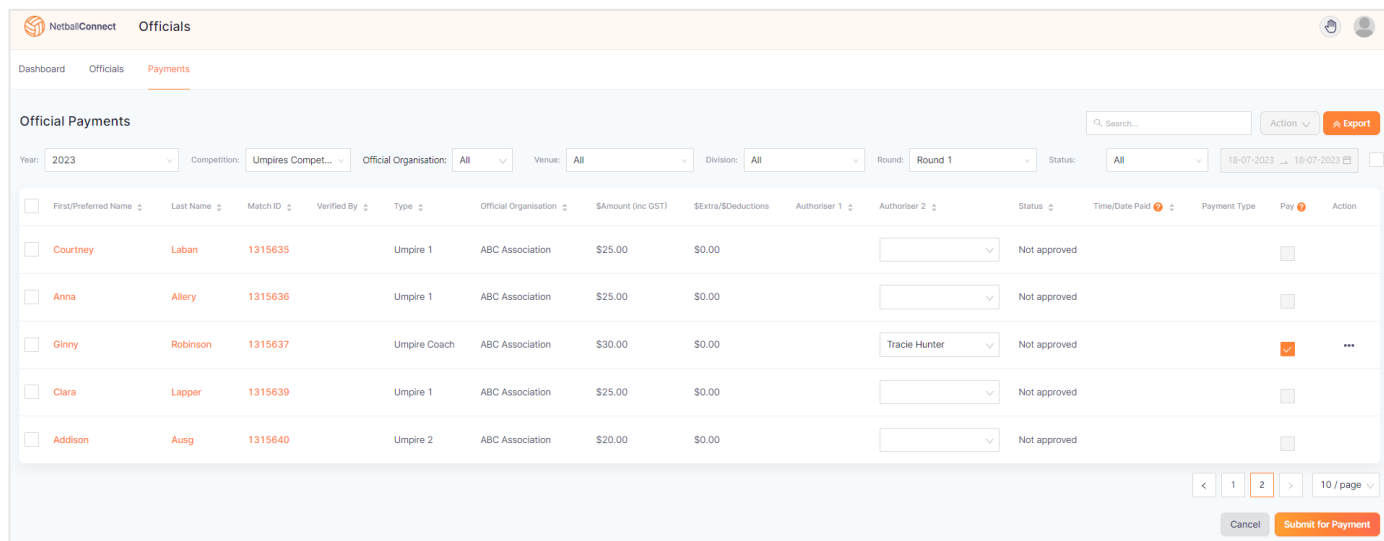
When you are ready to process payments, click the checkbox under the Pay column and select *Submit for Payment.*

A popup appears to review and confirm the payment. Type 'Confirm', select Pay. Amounts are generally settled in into the Umpire accounts within a couple of days, however, please allow up to five days of submitting payment.

That round of allocations and payments has now been completed. Ready to move on to the next round.

Umpire Role - User Profile

### Setup Stripe to receive Umpire Payments

Stripe is the payment gateway used by organisations to allow for umpire payments, from the competition organiser into an umpires nominated bank account. Users must be 18 to have their own Stripe accounts. A parent can enter their own details to create the Stripe account and enter their own or the child's bank details to accept umpire payments. Login to your user profile, select Payment Methods, then Upload Bank Account.
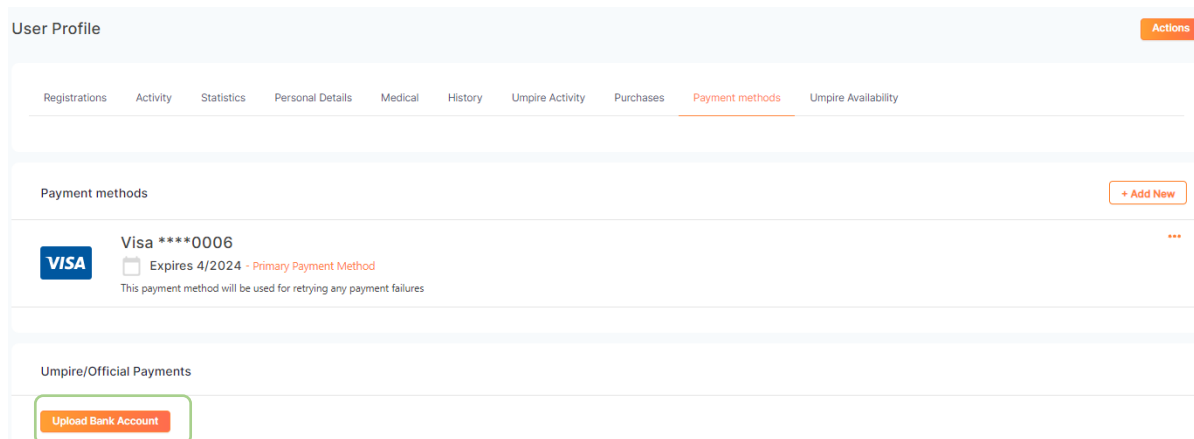
Stripe page appears. The following steps show how to setup a Stripe account allowing for umpire payments to be settled into your nominated bank account.

1. Enter Email and Mobile Number

2. Enter the verification code sent to your mobile number.
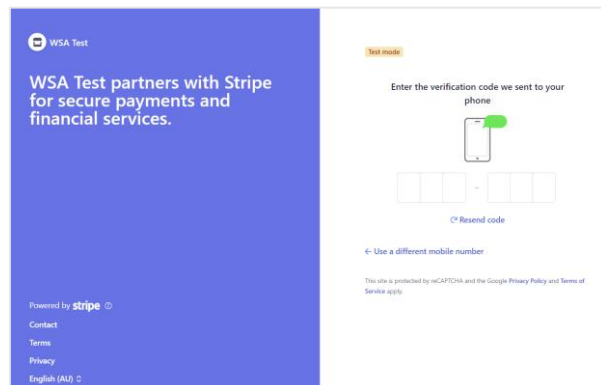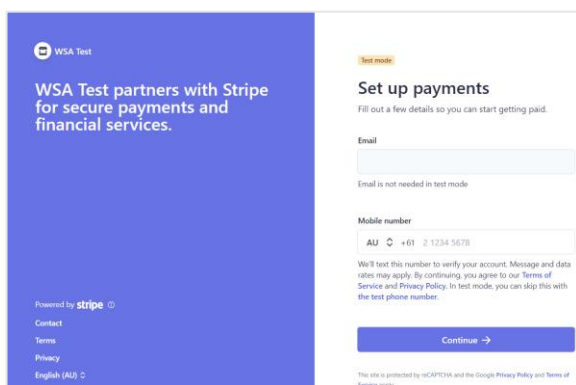
3. Select Individual/Sole Trader, I do not have an ABN.

Tell us about your business

Country

Australia

Type of business

Individual / Sole Trader

Business structure

◯ I have an Australian business number (ABN)

🔘 I do not have an ABN

Continue →

4. Enter your personal details

Verify your personal details

Stripe collects this information to verify your identity and keep your account safe.

Your legal name

Ginny

Club

Email address

.

Date of birth

13 / 05 / 2001

Home address

Australia

Address line 1

Address line 2

City

State

Postal code

Phone number

🇦🇺 ↕ +61

Continue →

5. Enter professional details. Industry > select Entertainment and Recreation > Select Other.

Professional details

Tell us a few details about how you earn money with WSA Test.

Industry

Please select your industry...

Product description

Receiving payments for umpire payments after matches are played

Continue →

6. Enter Bank details – this is the account umpire payments will be settled to.

7. Select how you want to verify your ID.

Select an account for payouts

Earnings that you receive on Stripe will be sent to this account.

> ℹ️ You're currently in test mode.   **Use test account**

BSB (Bank Service Branch code)

110000

Account number

000123456

Confirm account number

000123456

I agree to this Direct Debit Request and the Direct Debit Request Service Agreement, and authorise Stripe Payments Australia Pty Ltd (ACN 160 180 343, Direct Debit User ID number 507156, "Stripe") to debit my account through the Bulk Electronic Clearing System (BECS) in the event that the net activity in my Stripe account on any day is negative or for any other reason relating to the Stripe Services. I certify that I am either an account holder or an authorised signatory on the account listed above.

Save

ID verification for Ginny Club

For additional security, please have this person finish verifying their identity with a government-issued ID.

> ❗ **Proof of identity document**
> The identity information you entered cannot be verified. Please correct any errors or upload a document that matches the identity fields (e.g., name and date of birth) that you entered.

Ginny Club ✏️

Born on 13 May 2001
Netball Street
Melbourne VIC 3146 AU

Other information provided
Phone

Select how to verify your ID

🔘 Take a picture with your phone

⚪ Take a picture with your webcam

⚪ Upload a file

Next

Cancel

8. Review your details. Agree and Submit. You have now completed the Stripe setup.

Let's review your details

You're almost ready to get started with WSA Test. Take a moment to review and confirm your information.

PROFESSIONAL DETAILS

> Your website ✎
>
> Other information provided
> Phone, Industry

PERSONAL DETAILS

> **Ginny Club** ✎
>
> ⟲ Pending verification
>
> Born on 13 May 2001
> Netball Street
> Melbourne VIC 3146 AU
>
> Other information provided
> ID document, Phone

PAYOUT ACCOUNTS
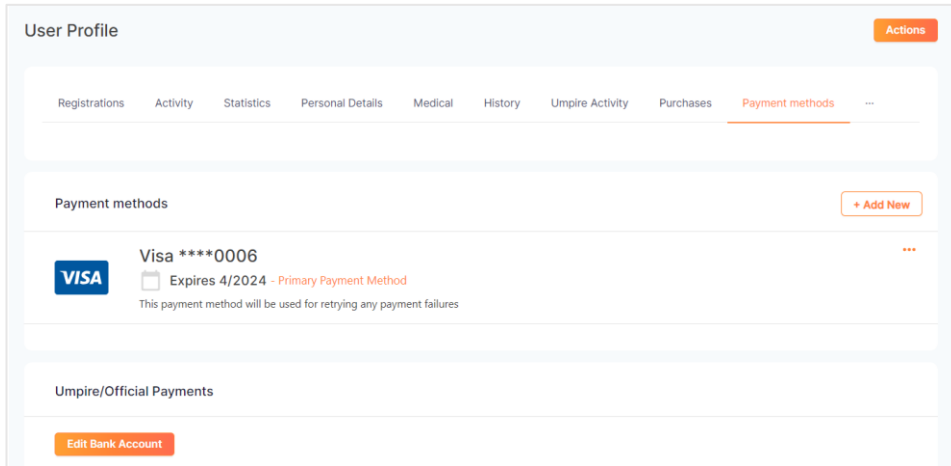
> 🏛 STRIPE TEST BANK AUD ✅   ✎
> ⟨: 11 0000 ⟨: •••• 3456

By clicking Agree & submit, you agree to the Connected Account Agreement, to receiving auto-dialled text messages from Stripe, and you certify that the information you have provided to Stripe is complete and correct.

[**Agree & submit**]

Now the Stripe account has been setup, the Payment Methods tab shows a button *Edit Bank Account*. Select this to make changes to your Stripe account including updating Bank Details should they change and also to view umpire payments made to you.
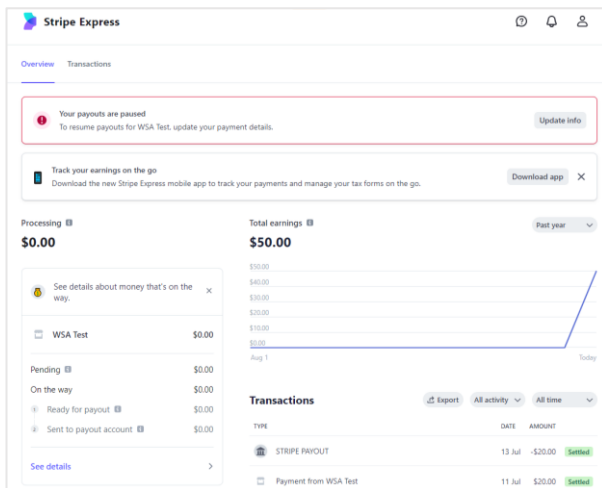
Stripe Dashboard Overview

Stripe Transactions

How to Set Umpiring Availability

The current default is that as an Umpire you are always available and can be assigned matches at any time. Umpires have the option to customise their own availability to suit their schedules.

Availability is adjusted via your User Profile > select *Umpire Availability*. You have the flexibility to apply the same availability to all venues as per the screenshot below. This example shows availability to umpire Monday 3pm to 5pm and Saturday 9am to 6:30pm. All other days are listed as Not Working.
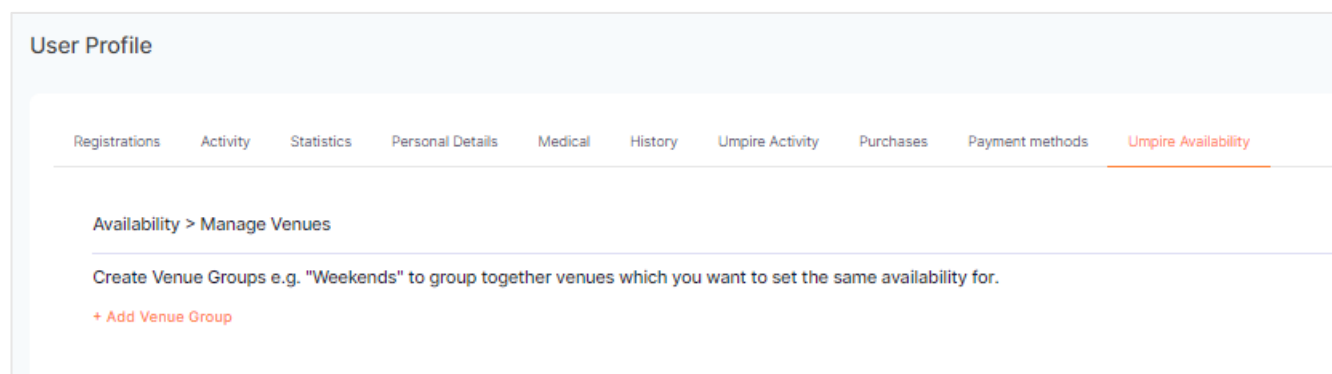
Some Umpires umpire at multiple venues, the option is available to select the venues and times you are available for each venue. Deselect All Venues > Select Manage Venue Groups > Add Venue Group.

In this example this umpire is available to umpire at both Caulfield and Waverley. We have named the Venue Group so they are easy to identify. You may choose to name your venues morning and afternoon.

Back to the Availability page to set the times we are available. This umpire is available to umpire at Caulfield, Saturday 9am-12noon and Waverley 1-7pm. This information filters straight to the competition organiser so your games can be allocated appropriately. Please ensure this is kept up to date so you are not allocated games you cannot commit to.

Set Availability via the Netball Connect App

Availability can easily be set via the app. Select *'More'* then *'My Umpiring Availability'*. Select the week via the calendar dropdown and tap the green timeslots you are not available for. Tap the calendar icon to set availability for future dates. Click *'Save'* to retain availability.
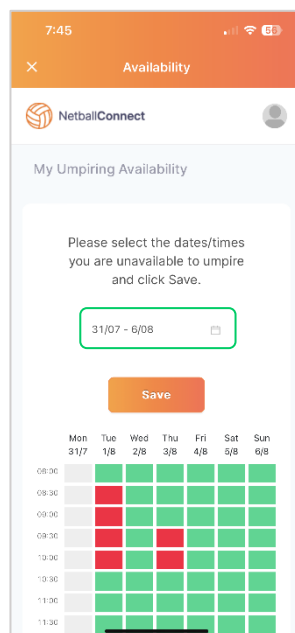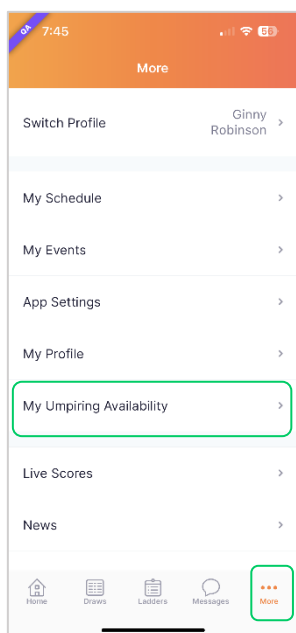
Accepting your Umpire Allocations

Your Umpire allocations will be set by the competition organiser and once finalised sent through to your Netball Connect App. Download the Netball Connect app on your phone or device. Apple click <u>here</u>, Android click <u>here</u>.

Select Yes or No on each 'Umpiring card' to accept or decline your allocations. The Competition Organiser may block the option to decline umpiring allocations within a predetermined time frame of a game start time. If you do not have the option to decline, you should reach out to the appropriate person at the competition you are umpiring at to discuss.