

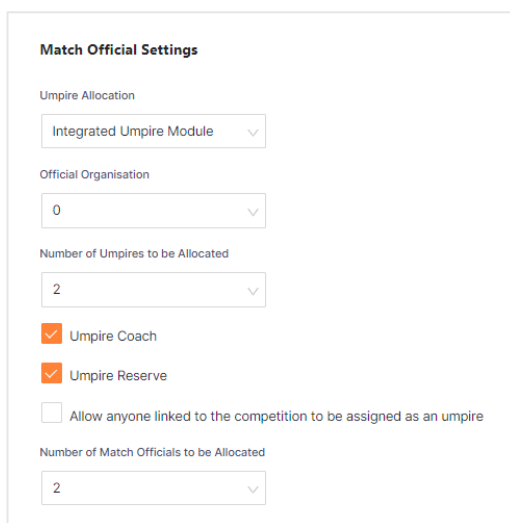
The Netball Connect Umpire module is an efficient way to integrate umpire allocations to your competition. You can manage, roster and pay your umpires in a few simple steps.

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*.



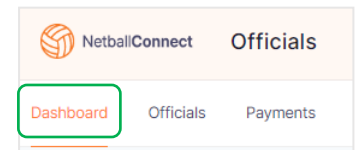
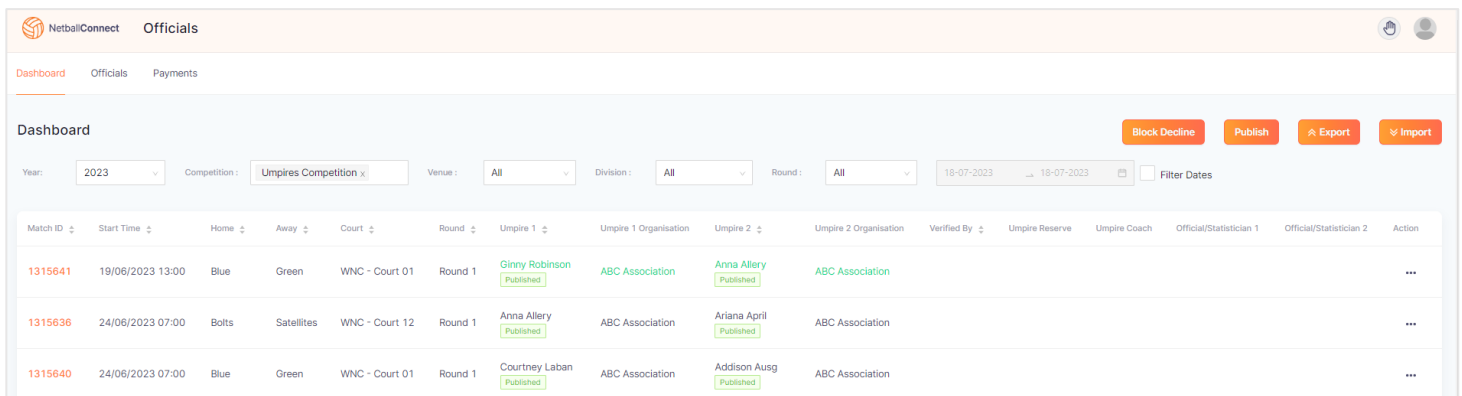
The screenshot shows the 'Match Official Settings' form with the following fields and options:

- Umpire Allocation:** A dropdown menu set to 'Integrated Umpire Module'.
- Official Organisation:** A dropdown menu set to '0'.
- Number of Umpires to be Allocated:** A dropdown menu set to '2'.
- Umpire Coach
- Umpire Reserve
- Allow anyone linked to the competition to be assigned as an umpire
- Number of Match Officials to be Allocated:** A dropdown menu set to '2'.

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).

Dashboard

Year: 2023 Competition: Umpires Competition Venue: All Division: All Round: All 18-07-2023 18-07-2023 Filter Dates

Match ID	Start Time	Home	Away	Court	Round	Umpire 1	Umpire 1 Organisation	Umpire 2	Umpire 2 Organisation	Verified By	Umpire Reserve	Umpire Coach	Official/Statistician 1	Official/Statistician 2	Action
1315641	19/06/2023 13:00	Blue	Green	WNC - Court 01	Round 1	Ginny Robinson Published	ABC Association	Anna Allery Published	ABC Association						...
1315636	24/08/2023 07:00	Bolts	Satellites	WNC - Court 12	Round 1	Anna Allery Published	ABC Association	Ariana April Published	ABC Association						...
1315640	24/06/2023 07:00	Blue	Green	WNC - Court 01	Round 1	Courtney Laban Published	ABC Association	Addison Augs Published	ABC Association						...

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:

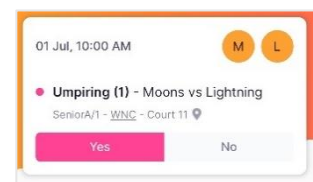


Block Decline

This setting effectively blocks umpires from declining their allocated games at a set time frame. If 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

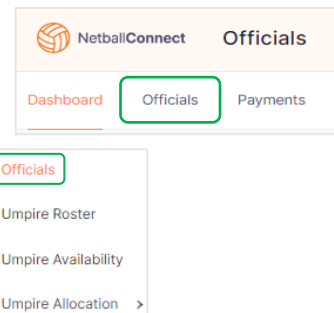
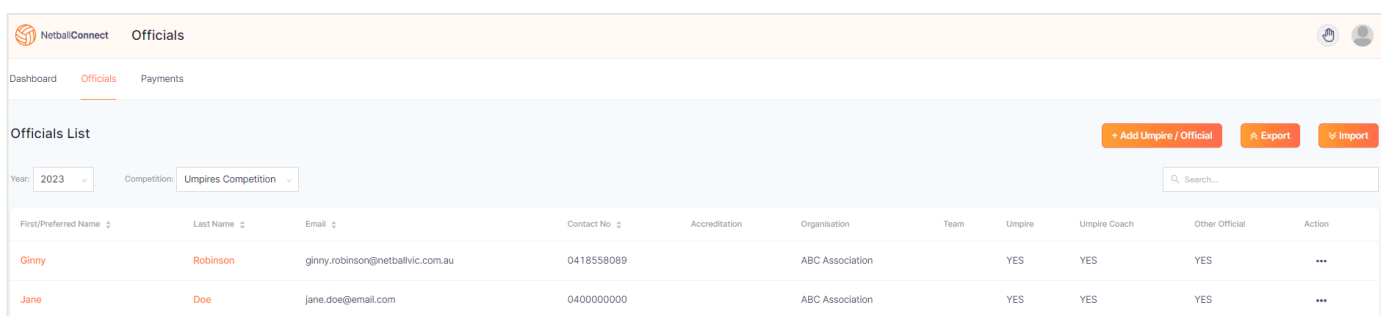
Exports a list of umpire allocations.

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.

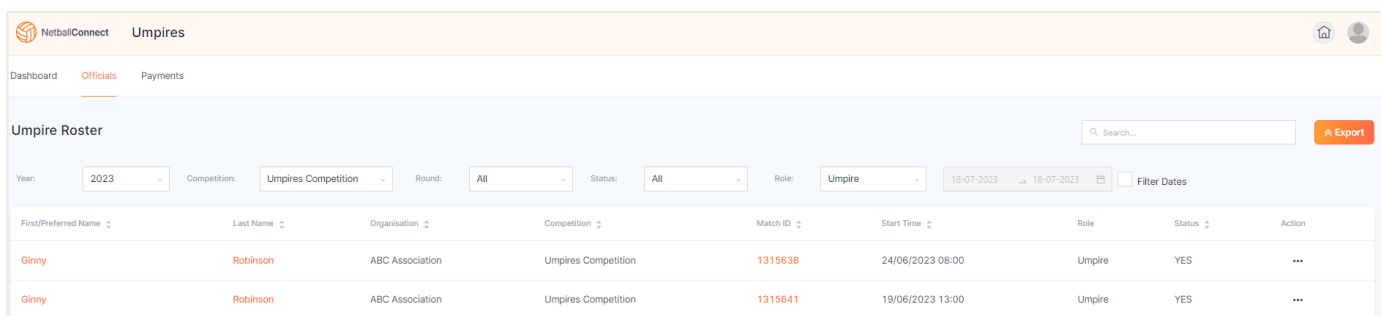
First/Preferred Name	Last Name	Email	Contact No	Accreditation	Organisation	Team	Umpire	Umpire Coach	Other Official	Action
Ginny	Robinson	ginny.robinson@netballvic.com.au	0418558089		ABC Association		YES	YES	YES	...
Jane	Doe	jane.doe@email.com	0400000000		ABC Association		YES	YES	YES	...

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

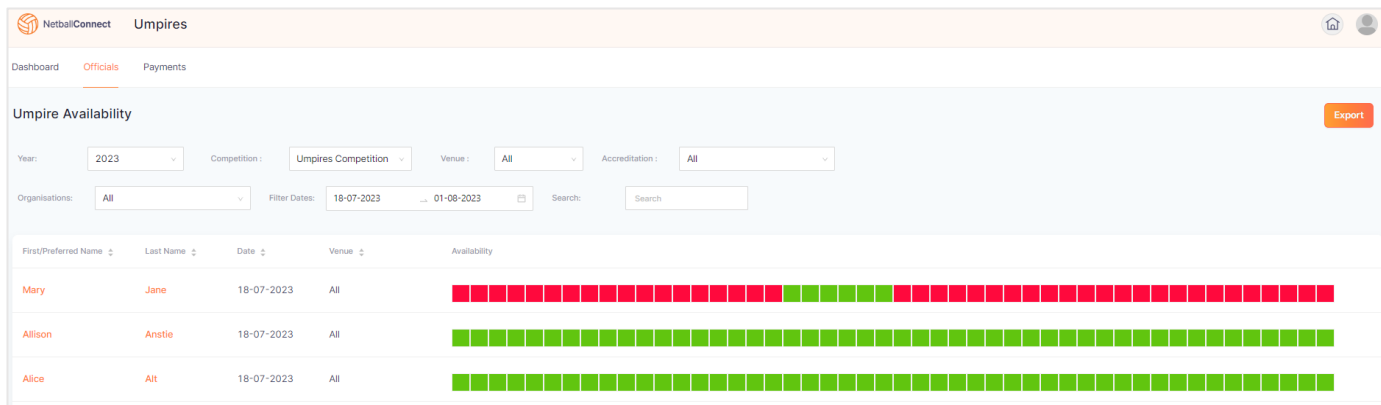
The roster displays a list of umpires and their allocations. Under *Action* you can Accept or Decline an allocation on behalf of the umpire. Filter by Round, Status (Accept, Decline, No Response), Role, Date range and export.



First/Preferred Name	Last Name	Organisation	Competition	Match ID	Start Time	Role	Status	Action
Ginny	Robinson	ABC Association	Umpires Competition	1315638	24/06/2023 08:00	Umpire	YES	...
Ginny	Robinson	ABC Association	Umpires Competition	1315641	19/06/2023 13:00	Umpire	YES	...

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.



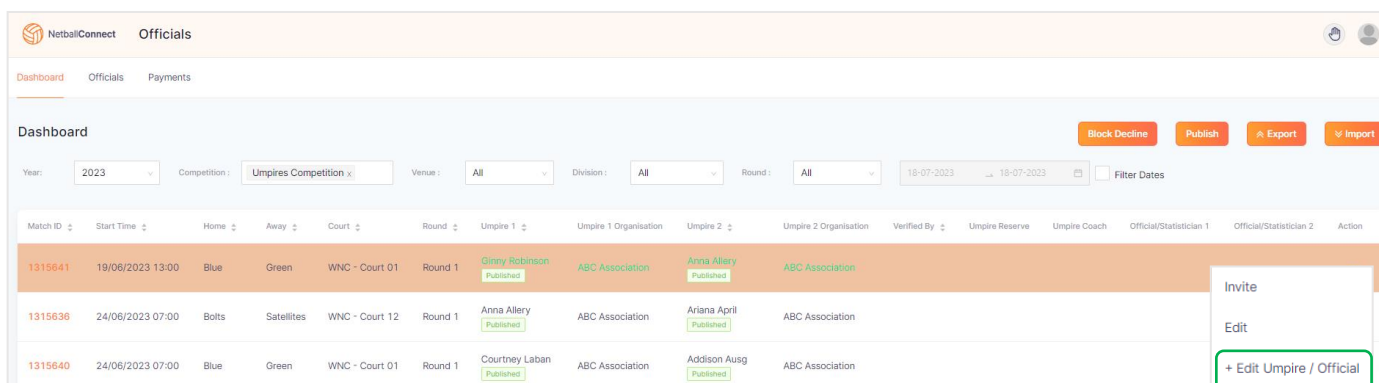
Umpire Allocation

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](#)

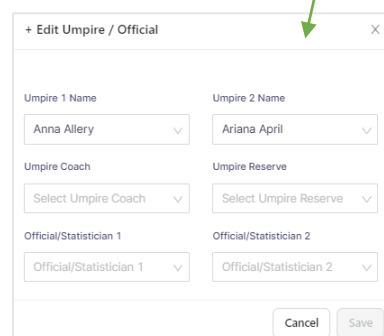
Manually Allocating Umpires

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.

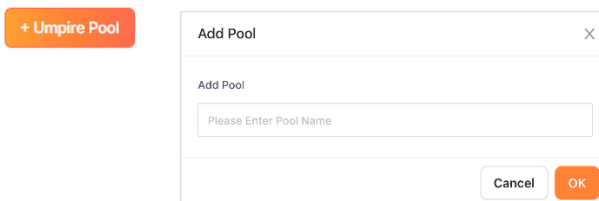
Umpires can also be manually allocated via the officials list
Officials > Officials > Action> Assign to match.



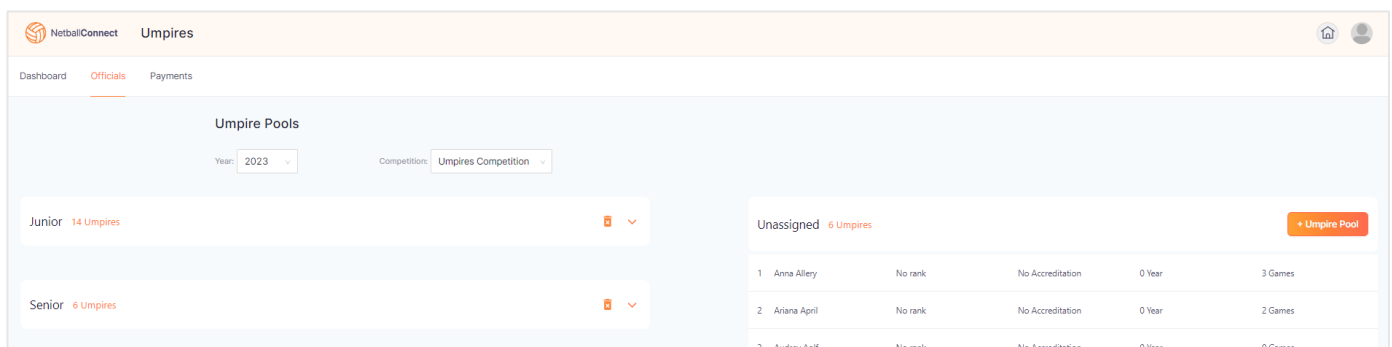
Allocating Umpires via Pools

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.



Rank	Name	Rank	Accreditation	Year	Games
1	Anna Allery	No rank	No Accreditation	0 Year	3 Games
2	Ariana April	No rank	No Accreditation	0 Year	2 Games
3	Audrey Aaif	No rank	No Accreditation	0 Year	0 Games

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: Competition:

Umpire Pools

Junior	<input type="text" value="JuniorA/1 x"/>
Senior	<input type="text" value="SeniorA/1 x"/> <input type="text" value="JuniorA/1 x"/>

Allocate Umpires ×

Which rounds do you want to allocate?

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.

Add Communication

Communication Title*


Communication Body

B Normal T Font [Rich Text Editor Icons]


Please check your app to accept umpire allocations for Round 3.

Author*

Communication Image



Communication Video



The maximum file size can be 2 MB

Communication Expiry Date

Communication Expiry Time

Year

Organisation or competition

All Organisations

Single Competition

Individual Organisation(s)

Select Role(s) / User(s)

All Role(s) / User(s) Selected Role(s)

Coaches

Managers

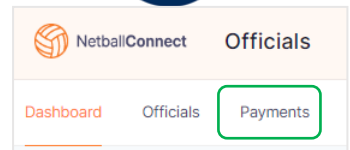
Players (in Match Day)

Umpires

Umpire Coach

Spectator

Cancel Next



Umpire Payments

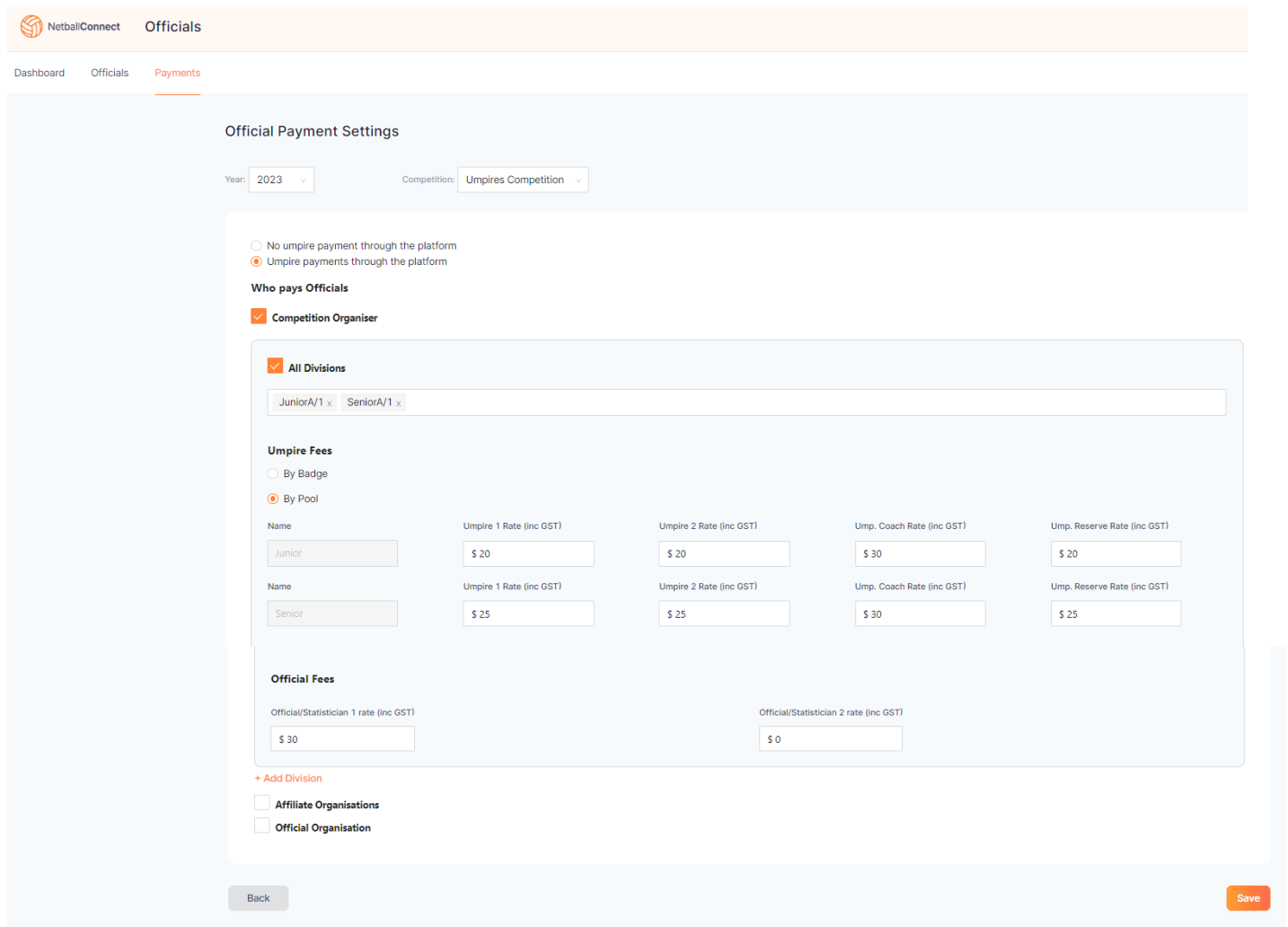
The Payments tab allows you to facilitate payments and determine any appropriate payment settings.

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.



Official Payment Settings

Year: 2023 Competition: Umpires Competition

No umpire payment through the platform
 Umpire payments through the platform

Who pays Officials

Competition Organiser

All Divisions

JuniorA/1 x SeniorA/1 x

Umpire Fees

By Badge
 By Pool

Name	Umpire 1 Rate (inc GST)	Umpire 2 Rate (inc GST)	Ump. Coach Rate (inc GST)	Ump. Reserve Rate (inc GST)
Junior	\$ 20	\$ 20	\$ 30	\$ 20
Senior	\$ 25	\$ 25	\$ 30	\$ 25

Official Fees

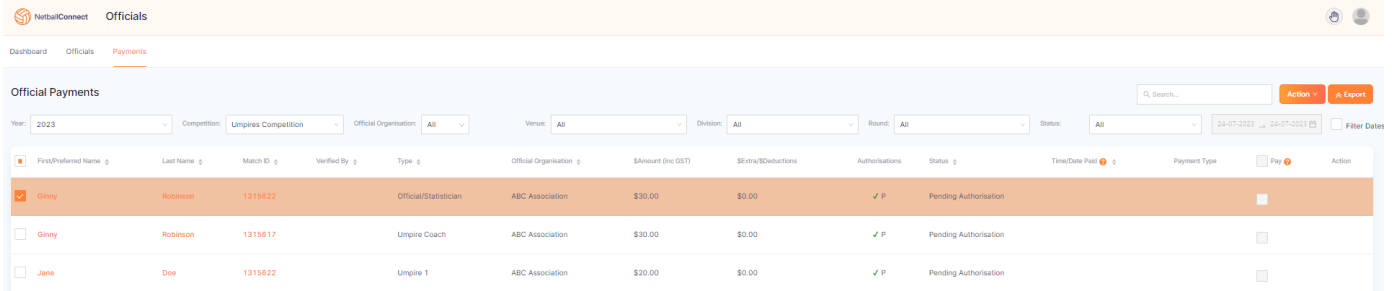
Official/Statistician 1 rate (inc GST): \$ 30
 Official/Statistician 2 rate (inc GST): \$ 0

[+ Add Division](#)

Affiliate Organisations
 Official Organisation

[Back](#) [Save](#)

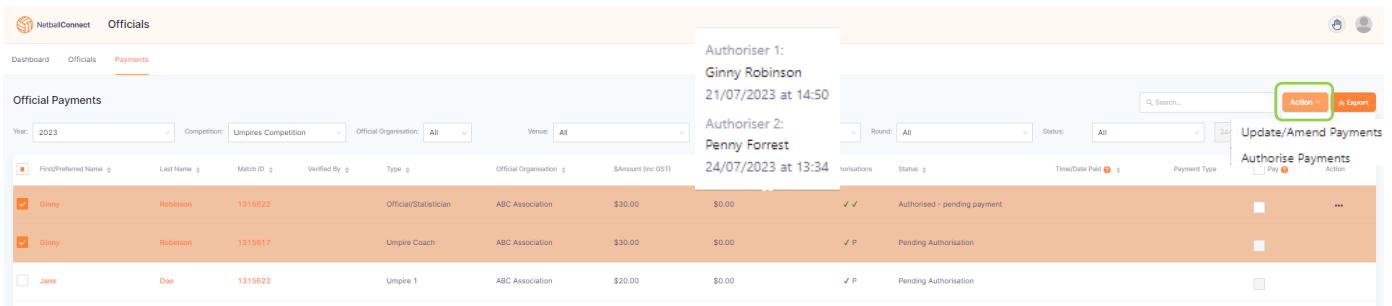
Once Matches have been played, scores submitted or entered and games ended, umpires will appear in Payments > Payments. These umpired games are ready for payment. You may choose to process umpire payments after each round. If so Filter by Round. You will see all umpire payments ready for settlement.



First/Preferred Name	Last Name	Match ID	Verified By	Type	Official Organisation	\$Amount (inc GST)	\$Fines/Deductions	Authorisations	Status	Time/Date Paid	Payment Type	Pay	Action
Ginny	Robinson	1315822		Official/Statistician	ABC Association	\$30.00	\$0.00	✓ P	Pending Authorisation			<input type="checkbox"/>	
Ginny	Robinson	1315817		Umpire Coach	ABC Association	\$30.00	\$0.00	✓ P	Pending Authorisation			<input type="checkbox"/>	
Jane	Doe	1315822		Umpire 1	ABC Association	\$20.00	\$0.00	✓ P	Pending Authorisation			<input type="checkbox"/>	

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 profile to 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*.



First/Preferred Name	Last Name	Match ID	Verified By	Type	Official Organisation	\$Amount (inc GST)	\$Fines/Deductions	Authorisations	Status	Time/Date Paid	Payment Type	Pay	Action
Ginny	Robinson	1315822		Official/Statistician	ABC Association	\$30.00	\$0.00	✓ ✓	Authorised - pending payment			<input type="checkbox"/>	...
Ginny	Robinson	1315817		Umpire Coach	ABC Association	\$30.00	\$0.00	✓ P	Pending Authorisation			<input type="checkbox"/>	
Jane	Doe	1315822		Umpire 1	ABC Association	\$20.00	\$0.00	✓ P	Pending Authorisation			<input type="checkbox"/>	

Authoriser 1:
Ginny Robinson
21/07/2023 at 14:50

Authoriser 2:
Penny Forrest
24/07/2023 at 13:34

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.

Update/Amend Payments

Reason For Payment Amendment*

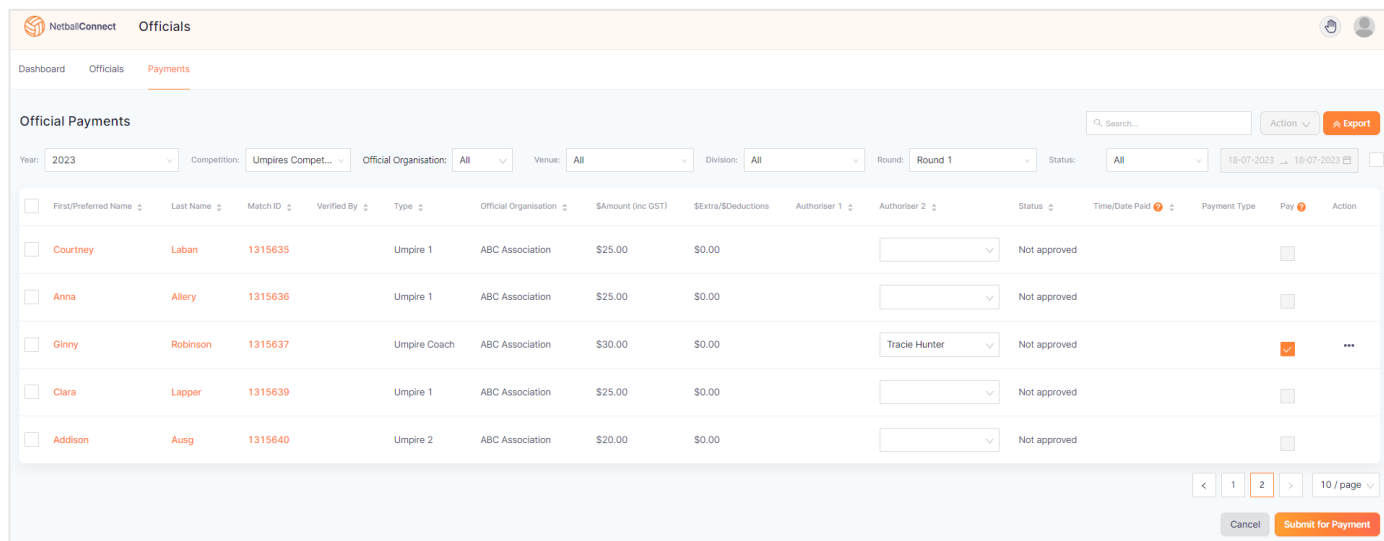
Travel

Apply Same Amount to All

Update Payment Amount (\$)*

10.00 Deduct

When you are ready to process payments, click the checkbox under the Pay column and select *Submit for Payment*.



First/Preferred Name	Last Name	Match ID	Verified By	Type	Official Organisation	\$Amount (inc GST)	\$Extra/\$Deductions	Authoriser 1	Authoriser 2	Status	Time/Date Paid	Payment Type	Pay	Action
Courtney	Laban	1315635		Umpire 1	ABC Association	\$25.00	\$0.00			Not approved			<input type="checkbox"/>	
Anna	Allery	1315636		Umpire 1	ABC Association	\$25.00	\$0.00			Not approved			<input type="checkbox"/>	
Ginny	Robinson	1315637		Umpire Coach	ABC Association	\$30.00	\$0.00	Trace Hunter		Not approved			<input checked="" type="checkbox"/>	...
Clara	Lapper	1315639		Umpire 1	ABC Association	\$25.00	\$0.00			Not approved			<input type="checkbox"/>	
Addison	Ausg	1315640		Umpire 2	ABC Association	\$20.00	\$0.00			Not approved			<input type="checkbox"/>	

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.

Confirm Payment

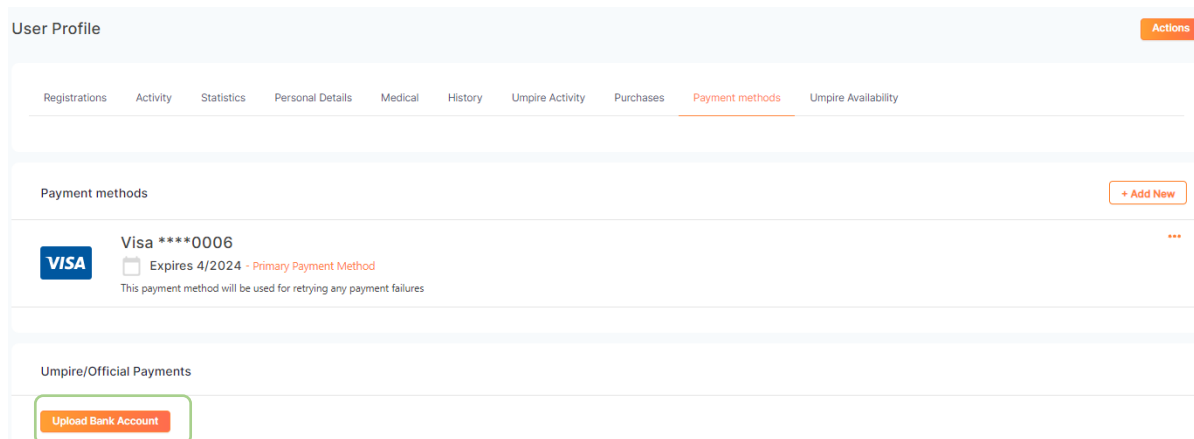
You have selected to pay a total of \$30.00. This amount (and any applicable transaction fees) will be withdrawn from your account.

Type "Confirm" in the box below to proceed.

Umpire Role - User Profile

Setup Stripe to receive Umpire Payments

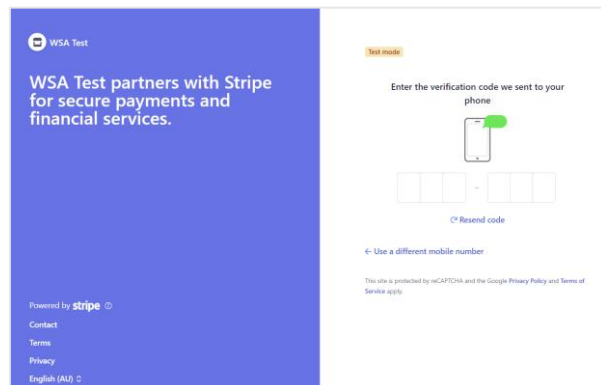
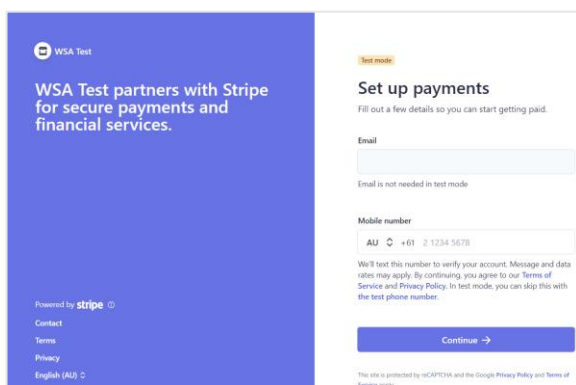
Stripe is the payment gateway used by organisations to allow for umpire payments, from the competition organiser into an umpires nominated bank account. Users must be 18 to have their own Stripe accounts. A parent can enter their own details to create the Stripe account and enter their own or the child's 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 →

IMPORTANT NOTE:
Tell us about your business....
It is essential you make the same
selections as shown here

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.

Select an account for payouts

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

i You're currently in test mode. [Use test account](#)

BSB (Bank Service Branch code)

Account number

Confirm account number

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

7. Select how you want to verify your ID.

ID verification for Ginny Club

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

i **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

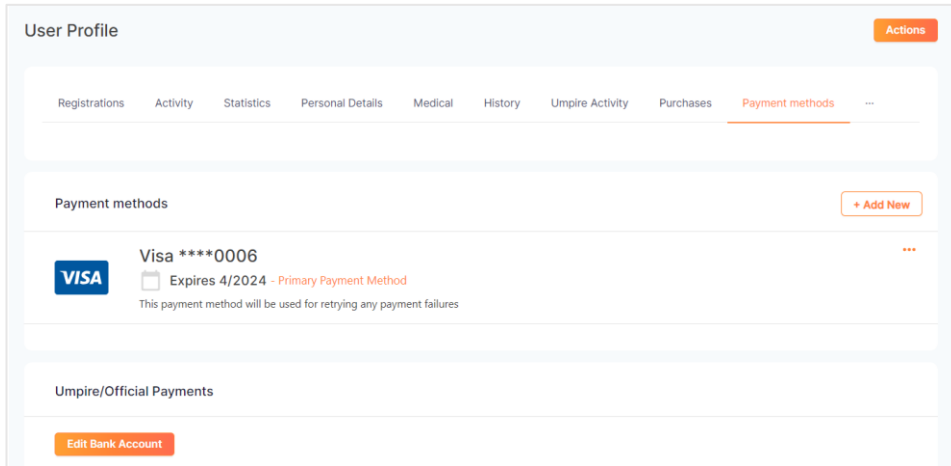
 STRIPE TEST BANK AUD  

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.



User Profile Actions

Registrations Activity Statistics Personal Details Medical History Umpire Activity Purchases **Payment methods** ...

Payment methods + Add New

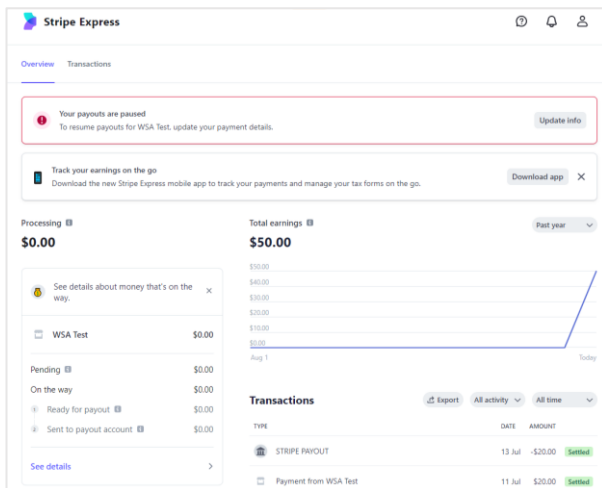
VISA Visa ****0006 ...
 Expires 4/2024 - Primary Payment Method
 This payment method will be used for retrying any payment failures

Umpire/Official Payments

Edit Bank Account

Stripe Dashboard Overview

Stripe Transactions



Stripe Express

Overview Transactions

Your payouts are paused
To resume payouts for WSA Test, update your payment details. Update info

Track your earnings on the go
Download the new Stripe Express mobile app to track your payments and manage your tax forms on the go. Download app X

Processing **\$0.00**

Total earnings **\$50.00** Past year

See details about money that's on the way. X

WSA Test \$0.00

Pending \$0.00

On the way \$0.00

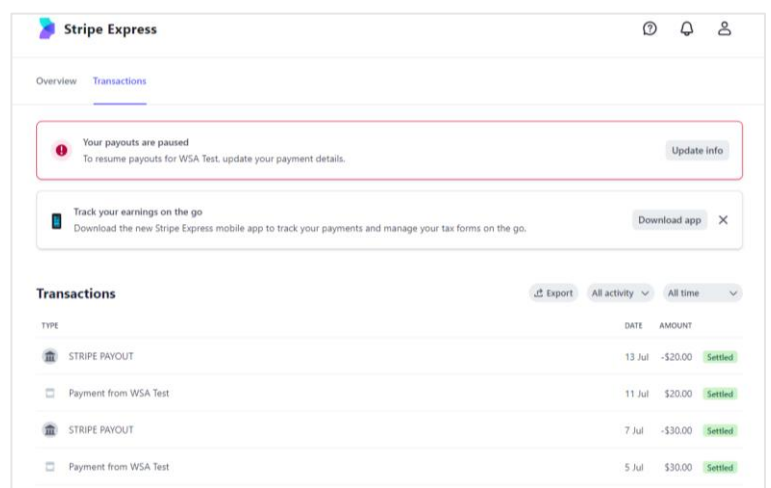
Ready for payout \$0.00

Sent to payout account \$0.00

See details >

Transactions Export All activity All time

TYPE	DATE	AMOUNT	
STRIPE PAYOUT	13 Jul	-\$20.00	Settled
Payment from WSA Test	11 Jul	\$20.00	Settled



Stripe Express

Overview Transactions

Your payouts are paused
To resume payouts for WSA Test, update your payment details. Update info

Track your earnings on the go
Download the new Stripe Express mobile app to track your payments and manage your tax forms on the go. Download app X

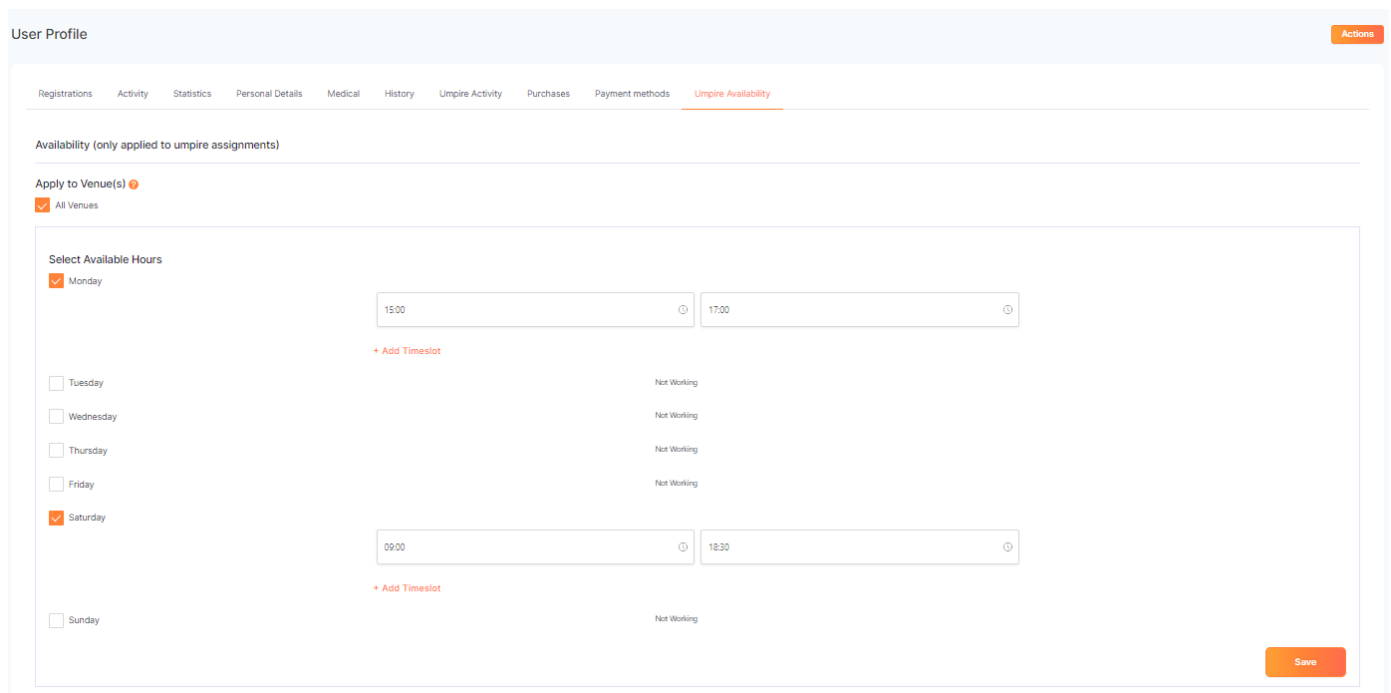
Transactions Export All activity All time

TYPE	DATE	AMOUNT	
STRIPE PAYOUT	13 Jul	-\$20.00	Settled
Payment from WSA Test	11 Jul	\$20.00	Settled
STRIPE PAYOUT	7 Jul	-\$30.00	Settled
Payment from WSA Test	5 Jul	\$30.00	Settled

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.



User Profile Actions

Registrations Activity Statistics Personal Details Medical History Umpire Activity Purchases Payment methods Umpire Availability

Availability (only applied to umpire assignments)

Apply to Venue(s) ⊕

All Venues

Select Available Hours

Monday
+ Add Timeslot

Tuesday Not Working

Wednesday Not Working

Thursday Not Working

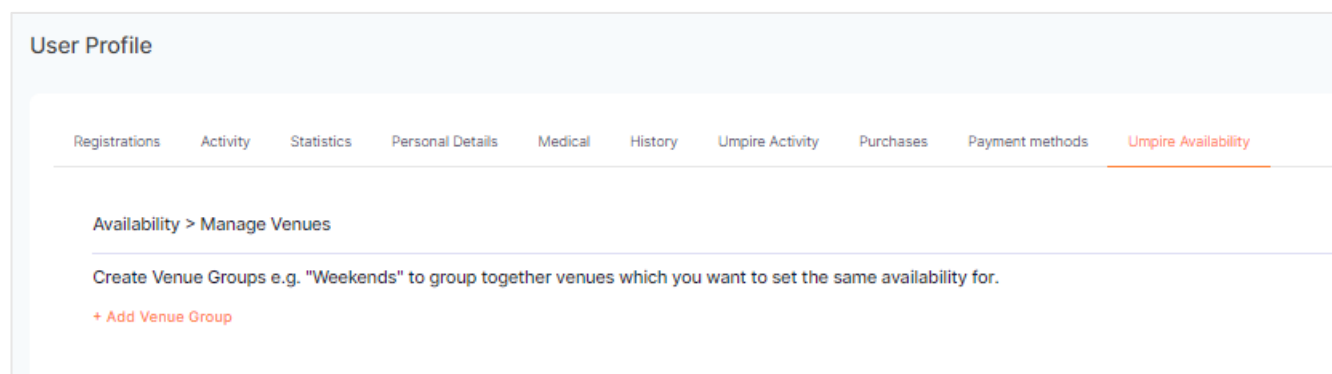
Friday Not Working

Saturday
+ Add Timeslot

Sunday Not Working

Save

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.



User Profile

Registrations Activity Statistics Personal Details Medical History Umpire Activity Purchases Payment methods Umpire Availability

Availability > Manage Venues

Create Venue Groups e.g. "Weekends" to group together venues which you want to set the same availability for.

+ 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.

User Profile

- Registrations
- Activity
- Statistics
- Personal Details
- Medical
- History
- Umpire Activity
- Purchases
- Payment methods
- Umpire Availability**

Availability > Manage Venues

Create Venue Groups e.g. "Weekends" to group together venues which you want to set the same availability for.

Venue Group

Caulfield

Duncan Mackinnon Reserve x

Search For Venues

Postcode

Postcode

Venue Group

Waverley

Waverley Netball Centre x

Search For Venues

Postcode

Postcode

[+ Add Venue Group](#)

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.

Registrations Activity Statistics Personal Details Medical History Umpire Activity Purchases Payment methods **Umpire Availability**

Availability (only applied to umpire assignments)

Apply to Venue(s) ⓘ

All Venues

Venue Group

Caulfield ▼ Manage Venues Groups

Select Available Hours

<input type="checkbox"/> Monday	Not Working
<input type="checkbox"/> Tuesday	Not Working
<input type="checkbox"/> Wednesday	Not Working
<input type="checkbox"/> Thursday	Not Working
<input type="checkbox"/> Friday	Not Working
<input checked="" type="checkbox"/> Saturday	
	09:00 ⌵ 12:00 ⌵
	+ Add Timeslot
<input type="checkbox"/> Sunday	Not Working

Registrations Activity Statistics Personal Details Medical History Umpire Activity Purchases Payment methods **Umpire Availability**

Availability (only applied to umpire assignments)

Apply to Venue(s) ⓘ

All Venues

Venue Group

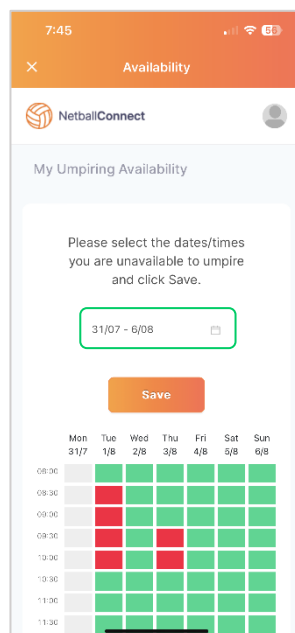
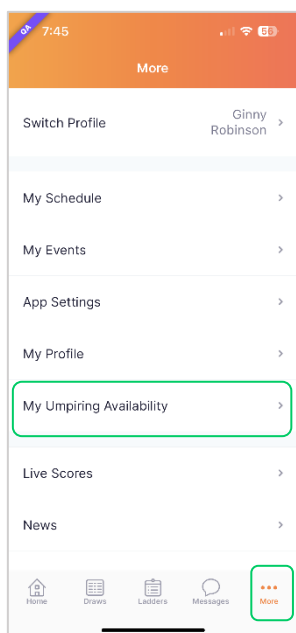
Waverley ▼ Manage Venues Groups

Select Available Hours

<input type="checkbox"/> Monday	Not Working
<input type="checkbox"/> Tuesday	Not Working
<input type="checkbox"/> Wednesday	Not Working
<input type="checkbox"/> Thursday	Not Working
<input type="checkbox"/> Friday	Not Working
<input checked="" type="checkbox"/> Saturday	
	13:00 ⌵ 19:00 ⌵
	+ Add Timeslot
<input type="checkbox"/> Sunday	Not Working

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 [here](#), Android click [here](#).

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.

