



## **Umpire Advisory Panel (UAP)**

### **Terms of Reference**

**Unit Relationship:** Sports Participation and Development  
**Initial Development:** June 2013  
**Last Update:** June 2013  
**Version Number:** 3

# TERMS OF REFERENCE

## Netball Queensland Umpire Advisory Panel (UAP)

### 1. Name

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- 1.1. This panel is to be known as the 'Umpire Advisory Panel'.
- 1.2. The acceptable abbreviation for the Umpire Advisory Panel is 'UAP'.

### 2. Purpose

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- 2.1. To provide advice and recommendations to Netball Queensland (NQ) on the strategic direction of umpiring development in Queensland, in line with the current National Umpire Development Framework. To peer review the Netball Queensland Umpire Development Plan ensuring there are inclusive and quality programs for development of umpires at all levels of the game.

### 3. Target Groups

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- 3.1. Umpires at all levels of the NQ pathway.

### 4. Composition

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- 4.1. The UAP shall consist of the NQ Sports Development and Participation Manager (SDPM) and up to five other panel members.
- 4.2. The five panel positions will be represented by a broad representation of skill sets and experiences and will include a member with:
  - High performance level umpire experience.
  - Developmental level umpire experience.
  - Regional or remote umpire experience.
  - Competition umpire experience in Netball Queensland Competitions.
  - Education and accreditation umpire experience.
- 4.3. Umpire Development Officer will be invited to each meeting of the UAP in an observer capacity and to present as required.

### 5. Panel Member Selection

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- 5.1. Yearly expressions of interest for positions on the UAP will be called.

- 5.2. The recommendations will be made in consideration of the most suitable candidates to fill each of the individual panelist roles from those that have submitted by an expression of interest. The NQ Chief Executive Officer and the NQ SDPM will recommend panel chair and members for appointment by the NQ Board, in keeping with By-Law 7.3

## **6. Term of Membership**

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- 6.1. As per By-Law 7.4 panel members will serve a term of one year.

## **7. Meeting Procedures**

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- 7.1. Meetings shall be called by the NQ SDPM and notices for meetings shall be issued by NQ.
- 7.2. The UAP will meet on a minimum of two (2) occasions per year on dates and at places to be set out in advance at the beginning of the year.
- 7.3. More meetings may be scheduled at the discretion of the UAP members and the NQ SDPM with a minimum of five (5) days written notice to all panelists.
- 7.4. The meeting will be chaired by (*PANEL MEMBER – TO BE CONFIRMED*).
- 7.5. A UAP meeting agenda is to be distributed to all panelists a minimum of five (5) days prior to the scheduled meeting.
- 7.6. When required, panel members can attend the meeting via teleconference or similar means. ie Skype.
- 7.7. A quorum consists of a majority of the current number of panel members.
- 7.8. Minutes of each UAP meeting will be taken by a NQ provided minute taker (independent of panelists) and a draft copy will be distributed to all panelists for review within five (5) working days of the meeting occurring.

## **8. Review**

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- 8.1. The terms of reference, capacity and function of the UAP may be reviewed as required by NQ however it will be reviewed annually.
- 8.2. The SDPM may consider removal of a member of the UAP for failure to comply with any aspects of the commitment statement by written notification detailing the breach.
- 8.3. The panel member subject to the consideration for removal may make a written submission responding to the consideration within seven days, to be reviewed by the CEO.
- 8.4. The determination of the CEO with regards to the consideration for removal will be communicated to the panel member within seven days of receipt of their response. An adverse determination will result in immediate removal of the panel member.

- 8.5. Members of the UAP may at any time withdraw their membership via written communication to the SDPM.

## **9. Recommendations from the UAP**

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- 9.1. The UAP is an advisory panel only.
- 9.2. UAP recommendations shall be clearly articulated through the minutes of the UAP meetings for the review of the SDPM.
- 9.3. Recommendations from the UAP will be reviewed in line with strategic, budgetary and operational considerations by the SDPM and relevant operational staff to evaluate the potential for implementation.
- 9.4. Responses to the UAP recommendations will be provided by the SDPM, in consultation with the Board where appropriate.

## **10. Reporting**

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- 10.1. The UAP will report on their activity through the SDPM via the monthly report to the Board.

## **11. Budget**

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- 11.1. Costs associated with the coming together of the UAP are to be budgeted for within the umpire development budget.

## **12. Commitment Statement**

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- 12.1. On appointment, all panelists will act in accordance with:
- All Netball Queensland Policies and procedures.
  - Netball Queensland's Constitution, By-laws and policies and procedures.
  - The Associations Incorporation Act 1981.
  - The Netball Queensland Code of Conduct.