

## Registration and renewal of registrations for umpires Mechanism

### Registration requirement: -

1. Completion of the National Umpire Course
2. Eligible to work in Hong Kong
3. Payment of annual registration fee

### Necessary documents: -

1. Submission of vision examination form

### Renewal conditions and necessary documents: -

1. Work record - Officials must record their work correctly using the HKCTA Officiating Portal and bring their work record up to date by 31 March every year.
2. Evaluation - Officials must receive satisfactory evaluations. Evaluations from previous years will be taken into consideration by the Officiating Committee.
3. Open Book Test - Officials must submit their answers to the Open Book Test by the deadline given.
4. Vision Examination Form - You must submit your Vision Examination Form (when applicable) by 31 March.
5. Code of Conduct - Officials must confirm to the Code of Conduct for Officials.
6. Membership fee - Officials must pay the Annual Membership Fee by the deadline given.
7. Refresher Seminar - Officials must attend the satisfactorily compete a refresher seminar when invited.

### Registration workflow for processing application: -

HKCTA Officiating will review and approve within 3 days after the submission of the registration.

### Renewal workflow for processing application: -

HKCTA Officiating will review and approve the renewal by 30 April every year.

### Registration period: -

Within 3 months after the completion of the umpire training course.

### Renewal period: -

HKCTA reviews all officials annually.

### Validity Duration: -

One year. From 1<sup>st</sup> April to 31<sup>st</sup> March.

**Fee arrangement: -**

Payment on the website.

**Fee-waiver arrangement: -**

Official reaches their requirements to “maintain as active” according to their level.

**Time pledge for processing applications: -**

One week for administration