



**English Bowls
Umpires Association
Training and
Development
Programme**

EBUA Training & Development Committee 2010

May 2010

EBUA - Training & Development Programme

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EBUA - Training & Development Programme

Introduction

For many years Bowls Umpires trained by the EWUA and EBUA have been recognised as some of the best throughout the World. The training that has taken place and the standards set in the examination of candidates has always ensured that the levels reached are maintained.

The current World Bowls Umpires Training Programme is born from the standards set by our own training processes and it is with immense pride that our methods now form the basis of the training for umpires around the World.

It is essential that this process of training, examining and assessing candidates at all grades within the EBUA is consistent throughout the country and the techniques applied are based on exactly the same principles.

This document identifies and outlines the processes that should be adopted nationally by the EBUA. There should be no regional variations or changes to the training content, the examination questions or the processes as this will introduce a divergence in the standards of umpires and markers that are officiating at locations throughout England.

On submission of this document, the EBUA Training & Development Committee hereby seek the approval of the Executive Committee to proceed with the programme as detailed.

On approval we will progress to develop the programme in line with both the Training & Development Plan 2009 – 2013 and the World Bowls Ltd Umpire Training Programme.

Our aim is to launch the new EBUA Training & Development Programme from January 2011.

Allan Thornhill

EBUA National Development Officer

May 2010

EBUA - Training & Development Programme

Training & Development Committee & Personnel

The Training & Development Committee is responsible for defining both the instruction and assessment procedures, where appropriate, for all grades of officials within the EBUA. It reports directly to the Executive Committee via the National Development Officer. The committee should ideally consist of 2 men and 2 ladies with representation from the National Tutors, National Examiners and Training Administrators.

Honorary National Development Officer

The Honorary National Development Officer shall be responsible for the development, planning, co-ordination and delivery of training and examination programmes for umpires. The programme must include every individual from their first approaches to the end of their umpiring career, creating an environment where umpires are able to maximise their potential. This post is elected at the Annual General Meeting of the Association.

National Tutors

The National Tutors are responsible for coordinating, facilitating and delivering training to established and prospective umpires as identified by the EBUA constitution. The number of National Tutors should be kept to a minimum to avoid dilution of the training methods and to maintain the consistency of the instruction being presented. It is recommended that a maximum of 5 National Tutors should be in post at any one time. They should be assisted by a team of Regional Training Assistants

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National Examiners

The National Examiners are responsible for facilitating and delivering examinations and assessments to established and prospective umpires as identified by the EBUA constitution. The number of National Examiners should be kept to a minimum to maintain the consistency of qualified Umpires within the grading system being produced. It is recommended that a maximum of 5 National Examiners should be in post at any one time. They should be assisted by a team of Regional Examiners and the Regional Training Assistants.

Regional Training Assistants

The Regional Training Assistants are responsible for assisting the National Tutors and National examiners to coordinate, facilitate and administer training to established and prospective umpires within EBUA regions. The Regional Training Assistants will assist the National Tutors in delivering the Training Workshops by setting up and assisting with measuring exercises, delivery of individual portions of the training programme and administration associated with course fees and training documents. They will also assist the National Examiners by coordinating the flow of candidates through the assessment stages, collating the assessment papers and calculating candidate marks. They **MUST NOT** be involved in the examination of candidates.

Regional Examiners

The Regional Examiners are responsible for assisting the National Examiners in assessing established and prospective umpires within EBUA regions. The number of Regional Examiners assigned to a particular examination session will be determined by the National Examiners and dependent on the number of candidates to be assessed.

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Training Administrators

The Training Administrators are responsible for the administration of all processes involved in the training and development of umpires. Including, marking all theory examination papers for new recruits and those applying for upgrades, issuing certificates and welcome packs to National Tutors and issuing assessment papers to National Examiners. Due to the scale of this role it is recommended that more than one Training Administrator be in post at any one time but the roles of each administrator will be clearly defined to prevent any overlap or confusion.

Club Umpire Coordinators

The Club Umpire Coordinators will be appointed on a local basis by regional representatives. Their role will be to mentor Club Umpires and to coordinate appointments and enquiries regarding the umpires with local clubs. Each Club Umpire Coordinator may be expected to mentor a pool of 6 to 10 Club Umpires. They will be responsible for the future training and development of the umpire by recommending them for progression to Regional Umpire.

Recruitment

The positions of National Tutor, National Examiner, Regional Training Assistants, Regional Examiners and Training Administrators will be advertised to members of the association. Applications will be made to the National Development Officer and a selection process will be carried out from those that apply to ensure suitability of candidate. The following job descriptions will be published and used as criteria for selection.

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Job Descriptions

Job Title	National Tutor
Objective	To coordinate, facilitate and deliver training to established and prospective umpires nationally as identified by the EBUA constitution.
Accountable to	National Development Officer
Responsible for	Delivery of National Training & Development programme to EBUA members and candidates in line with contents of association training syllabus
Working relationships	Responsible for identifying, developing and managing a support team of Regional Training Assistants for the delivery of courses in each EBUA region. Responsible for liaison with National Training Administrators, National Examiners, Regional Secretaries, County Coordinators and Training & Development Committee.
Key result areas	The delivery of the EBUA Training & Development programme to a consistent standard. The successful delivery of workshops to new candidates to a consistent standard The attainment of "National Grading" by upgrade candidates to a consistent standard The re-assessment of all established umpires to a consistent standard The coordination of Training & Development Workshops nationally The cohesive development of training teams within EBUA regions
Key tasks	Delivery of Training & Development Workshops Reporting results to Training Administrators Annual report to National Development Committee on activity
Core skills	Ideally an International Umpire but must be an experienced National grade umpire Must have attended an EBUA Training & Development Workshop within the past 4 years Knowledge of World Bowls Umpires Development programme Working knowledge of the current Laws of the Sport of Bowls Experienced at giving presentations with good presentation skills

EBUA - Training & Development Programme

Job Title	National Examiner
Objective	To coordinate, facilitate and deliver assessments to established and prospective umpires nationally as identified by the EBUA constitution.
Accountable to	National Development Officer
Responsible for	Assessment of umpires against the National Training & Development programme in line with the associations Assessment Procedures
Working relationships	Responsible for identifying, developing and managing a support team of Regional Examiners for the delivery of assessments in each EBUA region. Responsible for liaison with National Training Administrators, National Tutors, Regional Secretaries, County Coordinators and National Development Committee.
Key result areas	The delivery of assessments to a consistent standard relating to the EBUA Training & Development programme. The successful qualification of new candidates to a consistent standard. The attainment of “National Grading” by upgrade candidates to a consistent standard. The re-assessment of all established umpires to a consistent standard The coordination of assessments in conjunction with Training & Development Workshops nationally The cohesive development of examination teams within EBUA regions
Key tasks	Delivery of assessments Reporting results to Training Administrators Annual report to National Development Committee on regional activity
Core skills	Ideally an International Umpire but must be a National Qualified Umpire with ideally at least 5 years experience at this grade Must have attended an EBUA Training and Development Workshop within the past 4 years Knowledge of World Bowls Umpires Development programme Working knowledge of the current Laws of the Sport of Bowls

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Job Title	Training Administrator
Objective	Administration of all processes involved in the training & development of Bowls Umpires. Marking all theory assessment papers for new recruits and those applying for upgrades. This role ensures continuity of standard at all grades of umpire development.
Accountable to	National Development Officer
Responsible for	Administration of theory assessment of candidates against standards set in the EBUA Training & Development programme Administration and reviewing of oral questions and seeking ratification from the Training & Development Committee
Working relationships	Close liaison with National Tutors, National Examiners and Regional Secretaries. Regular contact with the Treasurer of the association and Regional Secretaries
Key result areas	The delivery of theory assessments to a consistent standard relating to the EBUA Training & Development programme. The successful delivery of candidates to the practical training stages Qualification of newly qualified umpires to a consistent standard in relation to the theory question papers The attainment of “National Grading” by upgrade candidates to a consistent standard in relation to the theory question papers.
Key tasks	Delivery and administration of theory assessments to new and upgrading candidates Maintenance of training & development database Reporting results to National Tutors and Regional Secretaries Annual report to National Development Committee on theory assessment activity and results
Core skills	Ideally an International Umpire but must be a National Qualified Umpire with ideally at least 5 years experience at this grade Must have attended an EBUA Training & Development workshop within the past 4 years Knowledge of World Bowls Umpires Development programme Working knowledge of the current Laws of the Sport of Bowls

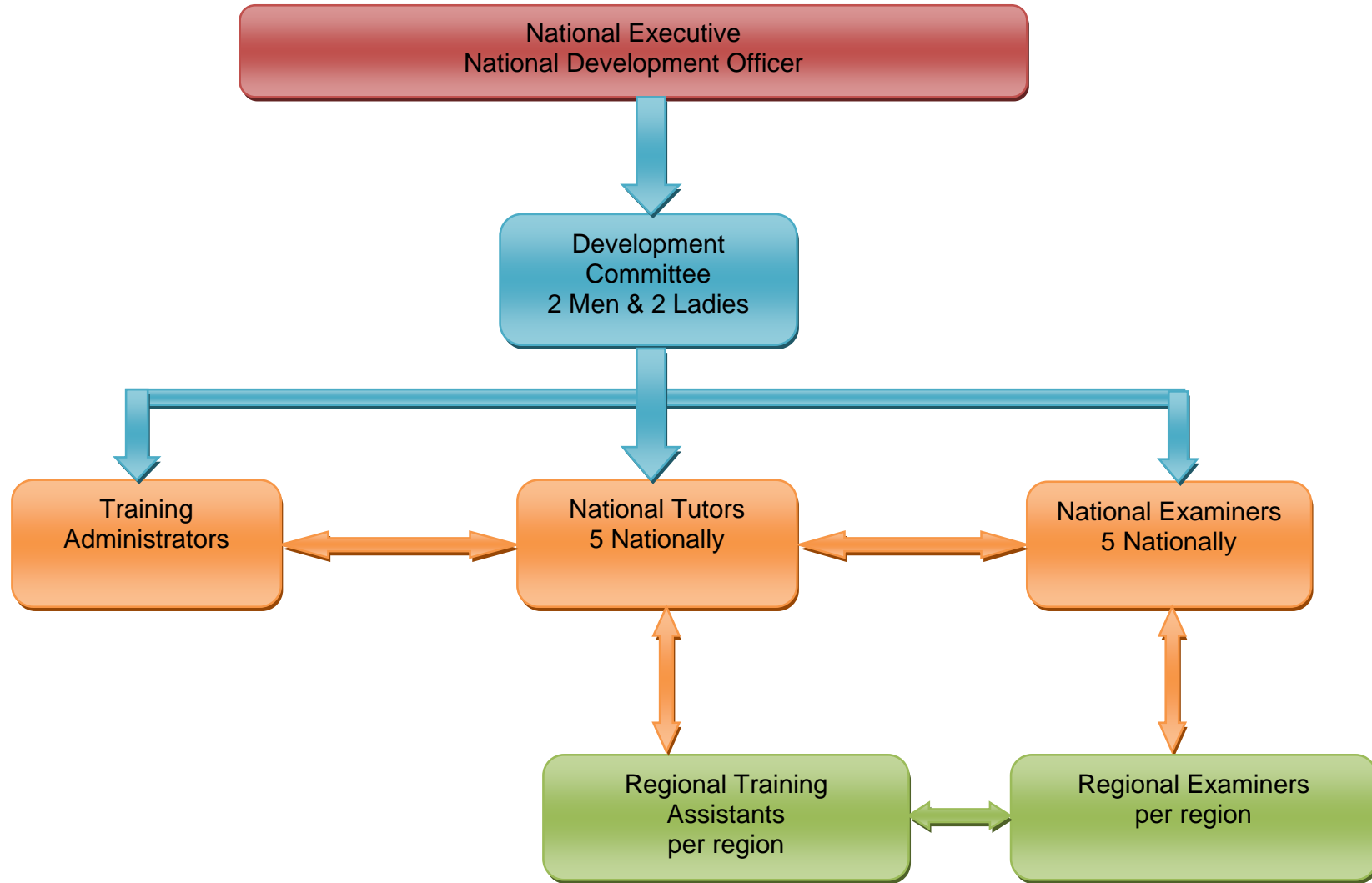
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Job Title	Regional Training Assistant
Objective	To assist the National Tutors and National examiners to coordinate, facilitate and administer training to established and prospective umpires within EBUA regions
Accountable to	National Tutor
Responsible for	Assisting with the delivery of EBUA Training & Development programme, including administration of assessments to EBUA members and candidates in line with contents of association training syllabus
Working relationships	Working relationship with National Tutors and National Examiners
Key result areas	<p>The delivery of the EBUA Training & Development programme to a consistent standard under the guidance of the National Tutors</p> <p>The successful delivery of workshops to new candidates to a consistent standard</p> <p>Successful management and administration of regional assessment processes</p>
Key tasks	<p>Assisting the National Tutors with the delivery of workshops</p> <p>Assisting the National Examiners with administration of regional assessments</p>
Core skills	<p>Must be a National Qualified Umpire with ideally at least 5 years experience at this grade</p> <p>Must have attended an EBUA Training & Development workshop within the past 4 years</p> <p>Knowledge of World Bowls Umpires Development programme</p> <p>Working knowledge of the current Laws of the Sport of Bowls</p> <p>Experienced at giving presentations with good presentation skills</p>

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Job Title	Regional Examiner
Objective	To coordinate, facilitate and deliver assessments to established and prospective umpires nationally as identified by the EBUA constitution.
Accountable to	National Examiner
Responsible for	Assessment of umpires against the National Training & Development programme in line with the associations Assessment Procedures
Working relationships	Working relationship with National Examiners and National Tutors
Key result areas	<p>The delivery of assessments to a consistent standard relating to the EBUA Training & Development programme.</p> <p>The successful qualification of new candidates to a consistent standard.</p> <p>The attainment of “National Grading” by upgrade candidates to a consistent standard.</p> <p>The re-assessment of all established umpires to a consistent standard</p>
Key tasks	Assessment of umpire candidates
Core skills	<p>Must be a National Qualified Umpire with ideally at least 5 years experience at this grade</p> <p>Must have attended an EBUA Training and Development Workshop within the past 4 years</p> <p>Knowledge of World Bowls Umpires Development programme</p> <p>Working knowledge of the current Laws of the Sport of Bowls</p>

Training & Development Structure



Grades of Official

Officials qualified by the EBUA will fall into a number of grades. Each grade will be attained on the basis of experience, competence and assessment.

The grades will be:

- Club Umpire
- Regional Umpire
- National Umpire
- International Umpire

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EBUA Club Umpire

This grade will be the initial grade of umpire within EBUA. It will provide umpires and markers who will be entitled to officiate at Club level. It will serve as an apprenticeship for those that wish to progress to become a qualified EBUA Umpire but would equally suit those that wish to simply learn more about the Laws of the Sport, measuring and marking so that they can officiate at their own club. The training and development of this grade will be completed as a home study programme assisted by County Coordinators and Club Umpire Coordinators but administered by the Training Administrator. The Club Umpire programme will also run in tandem with the youth development programme (see document Youth Umpire Development Programme)

Personal Requirements

- 2 years experience as a player
- Interest in Laws, measuring and Marking

Training Requirements

- Module 1 - Home study package to include DVD, Law Book and Training Workbook

Assessment

- Pass rate of 90% in Module 1 Club Umpire Workbook
- Assessed as competent in Module 2 for Club Umpires
- Pass rate of 90% in Module 2 for Club Umpires

Entitlement

- Awarded a Club Umpire Certificate for 4 years
- Umpire & Mark at level: Controlling Body = Clubs

Development

- Completion of Module 2 assessment for Club Umpires every 4 years
- Working Assessment
- Mentoring by Club Umpire Coordinator
- Ability to progress to Regional Umpire after 12 months experience

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EBUA Regional Umpire

This grade would be the second grade of a qualified umpire and may be attained following at least 12 months experience as a Club Umpire. The EBUA Regional Umpire would be entitled to officiate at local clubs, counties and other regional bodies. The training workshops will follow the requirements of the World Bowls Umpire Training Programme.

Personal Requirements

- EBUA Club Umpire with at least 12 months experience
- Officiated at a number of Club level events

Training Requirements

- Completion of Modules 3 and 4 of the Umpire Training & Development programme

Assessment

- Pass rate of 90% in Module 3 Regional Umpire Workbook
- Assessed as competent on the Umpire Training & Development Workshop (Module 4)
- Pass rate of 90% in Module 5 – Regional Umpire Assessment
- Further Module 6 assessment after one year.

Entitlement

- Awarded a Regional Umpire Certificate for 1 year following Module 5 assessment
- Awarded a Regional Umpire Certificate for 3 years following Module 6 assessment
- Umpire at level: Controlling Body = Divisions of National Authority

Development

- Completion of Module 7 assessment every 4 years
- Working Assessment
- Ability to progress to National Umpire after ideally 2 years experience as a Regional Umpire

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EBUA National Umpire

This grade would be the highest qualification stage for an Umpire. The National umpire would be able to officiate at all events governed by the National Governing Bodies.

A candidate must already be an experienced EBUA Regional Umpire and have sufficient experience to progress. The training workshops will follow the requirements of the World Bowls Umpire Training Programme.

Personal Requirements

- EBUA Regional Umpire with 2 years experience
- Officiated at a number of County level events.

Training Requirements

- Completion of Modules 8 and 9 of the National Umpire Training & Development programme

Assessment

- Pass rate of 90% in Module 8 National Umpire Workbook
- Assessed as competent on the National Umpire Training & Development Workshop (Module 9)
- Pass rate of 90% in Module 10 – National Umpire Assessment

Entitlement

- Awarded a National Umpire Certificate for 4 years
- Umpire at level: Controlling Body = National Authority

Development

- Completion of Module 7 assessment for every 4 years
- Working Assessment
- Availability for selection to International Umpire following experience

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International Umpire

This grade would be the highest grade for an Umpire and is obtained by selection only. The International umpire would be able to officiate at all events governed by the International governing bodies. Some events such as Commonwealth Games, World Bowls and others governed by World Bowls Ltd will require attainment of the World Bowls Ltd International Technical Officials (ITO) assessment in order to be selected. It is important to note that the ITO qualification is a separate process to the assessment provided by the EBUA. An umpire has free choice whether they wish to proceed with the ITO qualification but the result will not impact on their grade within the EBUA.

The umpire must be an experienced National Grade Umpire in order to be selected and assessed for this grade. The umpire should have completed a Module 7 assessment within 4 years of selection.

Personal Requirements

- Experienced National grade umpire
- Officiated at a number of National events including National Finals.

Training & Assessment Requirements

- An International Umpire will be trained and assessed in accordance with the World Bowls Ltd International Technical Official (ITO) programme and must meet that required standard.

Entitlement

- Awarded an International Umpire Certificate
- Umpire at level: Controlling Body = World Authority

Development

- Completion of Module 7 assessment for every 4 years
- Working Assessment

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Transferee Umpires

If a qualified umpire from any other umpiring body outside of England wishes to join the EBUA and officiate in England, the following procedure should be followed.

The umpire should complete a transfer form and provide evidence and endorsement from their National Umpiring Body of their qualification. Upon payment of the membership fee, they will be entitled to officiate at Regional Umpire grade.

They are required to attend a Module 4 Training & Development Workshop and pass a Module 7 assessment as soon as practicable and no more than 12 months after being given this grade. Failure to do so will result in their names being removed from the membership lists.

If they wish to be accredited as a National Umpire, they will be required to successfully complete a Module 10 Upgrade Assessment following attendance on the Module 4 workshop.

EWUA/EBUA Umpire Assimilation

From the commencement of the EBUA, English umpires already qualified via the EBUA and EWUA training schemes will be assimilated into the new grades as follows:

EWUA Grade	EBUA Grade		EBUA Grade
Club Umpire		→	Club Umpire
	County Umpire	→	Regional Umpire
National Umpire	National Umpire	→	National Umpire
International Umpire	International Umpire	→	International Umpire

A new 4 year certificate will be issued to those that voluntarily complete the required assessment modules prior to the expiration of their existing certificate. However, upon expiration of their existing certificate they must complete those modules in order to remain active.

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Training of Officials

In order to attain a particular grade a candidate must complete a number of Modules of training following an application to become an umpire or upgrade. The modules are as follows:

Module 1 – Club Umpire Home Study Workbook

Module 2 – Club Umpire Assessment

Module 3 – Regional Umpire Home Study Workbook

Module 4 – Practical Training Workshop

Module 5 – Regional Umpire Assessment

Module 6 – Regional Umpire 1 year Assessment

Module 7 – 4 year Workshop and Assessment

Module 8 – National Upgrade Home Study Workbook

Module 9 – National Upgrade Workshop

Module 10 – National Upgrade Assessment

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Application

A candidate interested in becoming an EBUA Club Umpire or upgrading to Regional Umpire or to National Umpire grade, can obtain the required application material from the Training Administrators, Regional Secretaries or from the EBUA Website. The following forms will be available:

- Application for qualification as an EBUA Club Umpire
- Application for upgrading from EBUA Club Umpire to EBUA Regional Umpire
- Application for upgrading from EBUA Regional Umpire to EBUA National Umpire

The application forms should be completed and forwarded together with the applicable fees to the Training Administrator. An application for upgrading must be endorsed by the Club Umpire Coordinator, County Coordinator or Regional Secretary, as appropriate, prior to being forwarded to the Training Administrator.

Upon receipt of the relevant application form and payment, the Training Administrators will enter the details of the applicant on the membership database and send the payment to the National Treasurer. The training fee must be paid by all applicants for qualification and upgrade prior to completing the initial modules. The fee will be set and reviewed annually by the Development Committee and the Treasurer.

The Training Administrator will send the candidate the Home Study package to include:

- Welcome letter
- Training Workbook
- Copy of the current Laws of the Sport of Bowls
- World Bowls: Umpiring & Marking Skills DVD
- EBUA Home Study Pack

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Home Study Workbook

The Home Study Workbook consists of a series of training sections including factual laws, practical laws, measuring and marking. Each section will include the Law and its interpretations, instruction and exercises on carrying out measuring and marking. The Workbook will be supported by the Law book, videos and photographs. It will also contain a question and answer section which the candidate should complete and must pass in order to progress. The workbook should be completed within 3 months. The expectation is that they will use whatever reference material is available in order to reach an informed answer. This may include contact with the Training Officers of the EBUA.

This module will provide the base knowledge required for progression to the next stage. The difficulty level of the questions will differ for each grade.

Qualification Stage	Module	Requirement
Club Umpire	Module 1	100 basic questions to cover laws, umpiring and marking Pass Mark 90%
Regional Umpire	Module 3	50 questions to cover all laws Pass Mark 90%
National Umpire	Module 8	50 questions to cover all laws and to test knowledge of law interpretation. Intended to be more challenging questions Pass Mark 90%

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On completion of the workbook the candidate should return it to the training administrators for marking. The training administrator should mark the workbook in accordance with the Module marking scheme and record the result.

If the candidate **PASSES** the Module:

- The training administrator should inform the candidate of the result and provide them with details of the next stage of the programme.
- The Training administrator should sign and send a copy of the completed workbook and the original application form to the National Tutor responsible for the region in which the candidate lives.
- The Training Administrator should send the Regional Training Administrator or National Tutor a “Welcome Pack” including a certificate for each candidate.

If the candidate **FAILS** the Module:

- The training administrator should write to the candidate informing them of the result and invite them to attempt the module again.
- If after the second attempt the candidate fails again, they should be informed that they must wait at least 6 months before they can retake the module.

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Training & Development Workshops

Having successfully attained the required pass mark in the Home Study Module, the candidate will be invited to attend a Training & Development Workshop. Club Umpires will not be expected to attend a Workshop in order to qualify. Club Umpires may apply to attend this Module after a period of 12 months following initial qualification in order to upgrade to EBUA Regional Umpire. The workshop will be mostly practical based. Although this is a training module, there is a mechanism to fail candidates if they are deemed unsuitable to progress, either in attitude or in ability. This will require documented evidence of competence and will be the responsibility of the National Tutors to ensure the standard is attained.

Qualification Stage	Module	Requirement
Regional Umpire	Module 4	Training on all measuring exercises Training on the practical Laws of the Sport Training on Marking including time management and marking principles Training on practical umpiring Assessed as suitable to progress to Module 5
National Upgrade	Module 9	Training on all measuring exercises Training on the practical Laws of the Sport Training on Marking including time management and marking principles Training on practical umpiring Assessed as suitable to progress to Module 10
4 year Assessment	Module 7	Development training on all measuring exercises and Marking.

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It is critical for the integrity of this process to ensure that the National Tutors and Regional Training Assistants adhere to the published procedures completely. Whilst the feeling may be to introduce a slight variation, this would be unfair to individual candidates and will represent an inconsistent approach.

The National Tutor will liaise with the Regional Training Assistants to find and book suitable venues for Training & Development Workshops.

Workshops will be held throughout the year and the dates will be published on the EBUA website and in the newsletters.

Upon receipt of the Home Study Workbook Module results the National Tutor will invite the candidate to attend the next available Training & Development Workshop.

A candidate must confirm their attendance in order for certificates and welcome packs (if applicable) to be produced. It will not be acceptable for a candidate to arrive on a Workshop with no prior notification; such a candidate will not progress to the Assessment Module on that occasion.

A candidate may attend the workshop in any region they choose.

During the Workshop the Regional Training Assistant should set up the measuring exercises, collect fees and assist the National Tutor in the delivery of the workshop.

The National Tutor will complete an assessment of the candidate during the theory and practical stages of the workshop. This assessment will determine if the candidate will progress to the Assessment Module. If a candidate does not meet the requirement of this assessment they will be given feedback on the reasons why.

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Assessment Modules

The final modules required for qualification are the examination or assessment modules. There are 15 standard measuring exercises as defined by the World Bowls Umpires Training Programme. Each candidate must undertake a number of these tests.

The Modules will be made up of a number of grade dependent assessments as follows:

Assessment Components

- Assessment of a number of measuring exercises taken from the standard World Bowls Training exercises. The candidate is assessed on their use of the correct equipment, safety, communication and procedures whilst carrying out these exercises.
- Assessment of marking techniques during a number of ends of singles play.
- Assessment of umpiring skills during a number of ends of a team game either played live or on video.
- Assessment of attitude, appearance and competency.
- A number of scenario based questions answered during the measuring and umpiring assessment.
- Answering a number of oral questions from a random question paper supplied to the examiner. The questions used will be subject to change to ensure that no “coaching” by the tutors takes place. There is no requirement to quote any law numbers.
- A closed book theory paper for 4 year assessment candidates designed to test the knowledge of the umpire.

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Qualification Stage	Module	Requirement
Club Umpire	Module 2	<p>Assessment of 8 measuring exercises</p> <p>4 scenario based questions answered during the measuring phase.</p> <p>Practical assessment of marking skills – marking a singles game</p> <p>Practical assessment of umpiring skills – umpiring a team game</p>
Regional Umpire 1 Year Certificate	Module 5	<p>Assessment of 15 measuring exercises</p> <p>6 scenario based questions answered during the measuring phase.</p> <p>Practical assessment of marking skills – marking a singles game</p> <p>Practical assessment of umpiring skills – umpiring a team game</p> <p>Oral Law Examination</p>
Regional Umpire Full Certificate	Module 6	<p>Assessment of 8 measuring exercises</p> <p>4 scenario based questions answered during the measuring phase.</p> <p>Oral Law Examination</p>
4 year Assessment	Module 7	<p>Assessment of 8 measuring exercises</p> <p>4 scenario based questions answered during the measuring phase</p> <p>Practical assessment of marking skills – marking a singles game</p> <p>Practical assessment of umpiring skills – umpiring a team game</p> <p>15 written, closed book, multiple choice theory questions</p>

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Qualification Stage	Module	Requirement
National Umpire	Module 10	Assessment of 15 measuring exercises 6 scenario based questions answered during the measuring phase. Practical assessment of marking skills – marking a singles game Practical assessment of umpiring skills – umpiring a team game Oral Law Examination

It is critical for the integrity of this process to ensure that the National Examiners and Regional Examiners adhere to the published procedures completely. Whilst the feeling may be to introduce a slight variation, this would be unfair to individual candidates and will represent an inconsistent approach.

A qualified member not attending the Assessment Module within 6 months of the date of expiration of their certificate shall become Non-Active until such time as they have successfully completed those Modules. An umpire who has been non-active for a period of 12 months or has allowed his certification to lapse for more than 12 months shall commence the programme as a new umpire and will pay the full training fee.

Prior to the published examination dates, the National Examiner should select a set of Module question papers and result sheets.

During the examination process the Regional Training Assistants will coordinate the process by scheduling candidates for the examination stages. The Regional Training Assistants **MUST NOT** assess candidates.

At the end of any examination process, the Regional Training Assistants will be responsible for checking the score sheets and ascertaining whether a candidate has been successful or not in their examination.

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The most senior official (National Examiner / National Tutor / Regional official) present at this stage will then advise the candidate of their result before they leave. Suitable and appropriate feedback should be given to candidates at this stage.

If the candidate **PASSES** the Module:

- The most senior official will sign the certificates and issue the welcome pack to the candidate.
- All certificates will be valid for 4 years, except;
- A Certificate issued to a newly qualified Regional Umpire at the completion of Module 5 will be valid for 12 months pending completion of Module 6
- A Certificate issued to a Regional Umpire at the completion of Module 6 will be valid for 3 years.

If the candidate **FAILS** the Module:

- The most senior official will inform the candidate that they may retake the Module after a period of 6 months has elapsed, if they so wish.
- An EBUA Regional Umpire failing a Module 10 Upgrade assessment will continue to be an active Umpire until the expiration of their current certificate when they can either continue as a Regional Umpire following re-assessment or request a further upgrade assessment. An upgrade candidate who fails the assessment on two occasions will be unable to reapply for the upgrade until two years after the failure date. In these cases the candidates must complete all modules again.
- An EBUA Regional Umpire failing a Module 7 re-assessment may attempt the same assessment within 6 months of failing. If they fail the assessment on the second attempt then they will become non-active and must complete all modules as a new candidate.
- A National or International Umpire, failing a Module 7 re-assessment, may attempt the same assessment within 6 months of failing. If they fail the assessment on the second attempt they will, at the discretion of the National Development Committee, continue

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to work as a EBUA Regional Umpire. They will be required to repeat the upgrade process to return to their former grade.

Membership Packs

Upon successful completion of the Assessment Module newly qualified Umpires will be provided with a Membership Pack containing the following items:

EBUA Club Umpire

- A welcome letter & Membership card
- A Certificate valid for a period of 4 years
- A merchandise order form
- A list of County & Club Coordinator contacts
- Details of the EBUA Regional Umpire procedure.

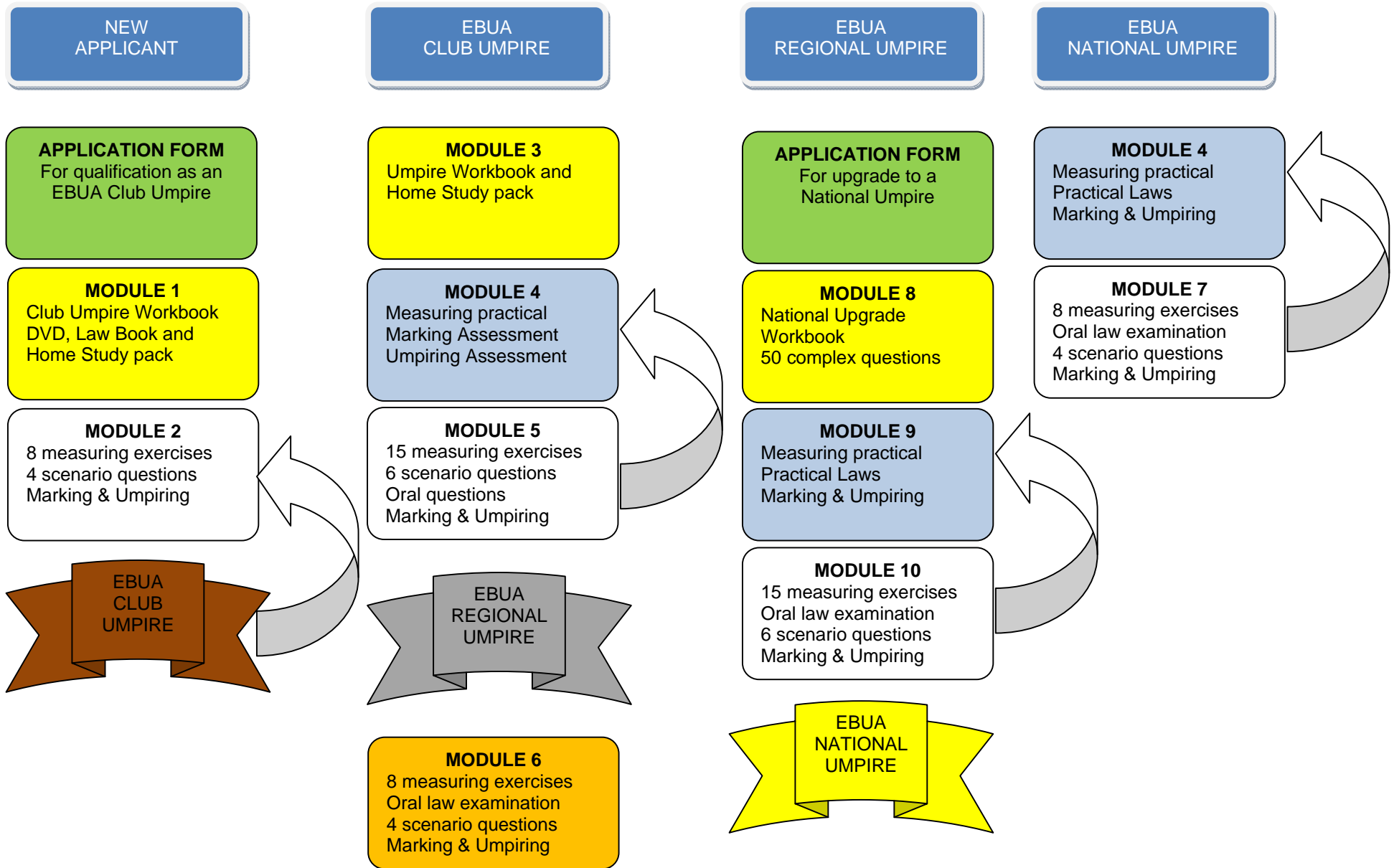
EBUA Regional Umpire

- A welcome letter & Membership card
- A Certificate valid for a period of 12 months
- A merchandise order form
- A list of Regional & National contacts
- Details of the Module 6 Assessment.

EBUA National Umpire

- A welcome letter & Membership card
- A Certificate valid for a period of 4 years
- A list of Regional & National contacts

Training & Development Summary



Post Qualification Procedures

After completion of a training and assessment session the National Examiner will sign the original application form for new candidates and upgrade candidates.

These application forms together with the completed results sheets will be sent to the Training Administrators.

The Training Administrators will compile a results summary sheet containing:

- Location and date of the training & examination session
- Full contact details of newly qualified umpires
- Names of successful upgrade candidates
- Names of successful re-assessment candidates.
- Names of candidates who failed the assessment

These results summary sheets will be sent to the relevant Regional Secretaries, Honorary Treasurer and the Development Officer.

EBUA - Training & Development Programme

Event Training

The EBUA Training & Development Committee is committed to providing development training for umpires officiating at specific events such as National Championships.

This training will be provided prior to the event and will highlight the specific requirements for that event. It is not intended to train umpires in measuring or marking. The content of the training will specifically include:

- Etiquette whilst officiating and off duty at the event
- Dress requirements for the event
- Expectations of umpires and markers

Event Training can be provided either prior to the start of the event at the venue or at an alternative venue or venues some time before the event date.

Umpires selected for the event will be notified in advance of their need to attend such training.

EBUA - Training & Development Programme

Proposed Development Timetable

The following table shows the proposed timetable for the establishment and introduction of the Training & Development Programme.

Date	Action	Notes
April 25th 2010	Appointment of Development Officer	At AGM
May 2010	Meeting of Development Committee to review proposal document for training & development	
June 2010	Finalise training & development programme and present to Steering Committee	
May to November 2010	Produce Training Workbooks and training material	Include LoS when reviewed in October
August to September 2010	Advertise, interview and appoint training and examination officers	National Tutors National Examiners Training Administrators Regional Tutors Regional Examiners
November 2010	Training seminar for training officials	To be held in central location for all to attend
December 2010	Dates for workshops and examinations for 2011 to be arranged	Suggest first to be held from February / March 2011
December 2010	Review all documents relating to Training & development and sign off	
February 2011	Start date for new training & development courses	
August 2011	Review training workshops held to date in 2011	

EBUA - Training & Development Programme

Appendices

The following documents are to be developed

- Application form for qualification as an EBUA Club Umpire
- Application form for upgrading from EBUA Club Umpire to EBUA Regional Umpire
- Application form for upgrading from EBUA Regional Umpire to National Umpire
- Application & Workbook Module Procedures Document
- Training & Development Workshop Module Procedures Document
- Assessment Module Procedures Document
- Module 1 – Club Umpire Home Study Workbook
- Module 2 – Club Umpire Assessment
- Module 3 – Regional Umpire Home Study Workbook
- Module 5 – Regional Umpire Assessment
- Module 6 – Regional Umpire 1 year Assessment
- Module 7 – 4 year Assessment
- Module 8 – National Upgrade Home Study Workbook
- Module 10 – National Upgrade Assessment