



# **English Bowls Umpires Association Training and Development Procedures**

**EBUA Training & Development Programme 2011**



# EBUA - Training & Development Procedures

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# **EBUA - Training & Development Procedures**

## **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 for training and assessment of all grades of umpire, 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.

This document should be read in conjunction with the Training & Development Programme published in May 2010. As an introduction a reminder of the description and roles of the personnel involved in the Training Procedures is detailed.

Allan Thornhill

EBUA National Development Officer

## **EBUA - Training & Development Procedures**

### **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 consists 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 is 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 is kept to a minimum to avoid dilution of the training methods and to maintain the consistency of the instruction being presented. They are assisted by a team of Regional Training Assistants

## **EBUA - Training & Development Procedures**

### **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 is kept to a minimum to maintain the consistency of qualified Umpires within the grading system being produced. They are assisted by a team of Regional Examiners and the Regional Training Assistants.

### **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 is determined by the National Examiners and dependent on the number of candidates to be assessed.

### **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 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 also assist the National Examiners by coordinating the flow of candidates through the assessment stages, collating the assessment papers and calculating candidate marks. They ARE NOT involved in the examination of candidates.

## **EBUA - Training & Development Procedures**

### **Training Administrators**

The Training Administrators are responsible for the administration of all processes involved in the training and development of umpires. Including, marking all workbook module papers for new recruits and those applying for upgrades, issuing certificates and welcome packs to National Tutors and issuing assessment papers to National Examiners.

### **Club Umpire Coordinators**

The Club Umpire Coordinators are appointed on a local basis by regional representatives. Their role is 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 are responsible for the future training and development of the umpire by recommending them for progression to Regional Umpire.

### **Grades of Official**

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

The grades are:

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

## **EBUA - Training & Development Procedures**

### **Modular 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 Procedures**

**EBUA Training & Development Programme 2011**

## **EBUA – Application Procedures**

### **Application Procedures**

A candidate interested in becoming an EBUA Club Umpire or upgrading to Regional Umpire or to National Umpire grade, can obtain the application material from the Training Administrators, Regional Secretaries or from the EBUA Website.

A single form will be used for:

- An application for qualification as an EBUA Club Umpire
- An application to upgrade from EBUA Club Umpire to EBUA Regional Umpire
- An application to upgrade from EBUA Regional Umpire to EBUA National Umpire

The form should be completed by the candidate and sent with the fees to the Training Administrator.

The training fee must be paid by all applicants for both qualification and upgrade prior to completing the modules. This fee will be set and reviewed annually by the Development Committee and the Treasurer.

A new candidate may apply to become an EBUA Club Umpire when they have 2 years experience as a player.

Club Umpires may apply to upgrade to EBUA Regional Umpire when they have a period of 12 months experience at the Club Umpire grade.

Regional Umpires may apply to upgrade to EBUA National Umpire when they have 2 years experience at the Regional Umpire grade.

## EBUA – Application Procedures

Any application for upgrading must be endorsed by either, the Club Umpire Coordinator, County Coordinator or Regional Secretary, as appropriate, before being forwarded to the Training Administrator.

The upgrade candidate should also provide a list of duties performed at either current grade as evidence of experience.

When the application form and payment are received by the Training Administrator they will enter the details of the applicant on the membership database and send the payment to the National Treasurer.

The Voluntary Disclosure Form should be sent to the EBUA CPO (or National Secretary or Treasurer) for filing.

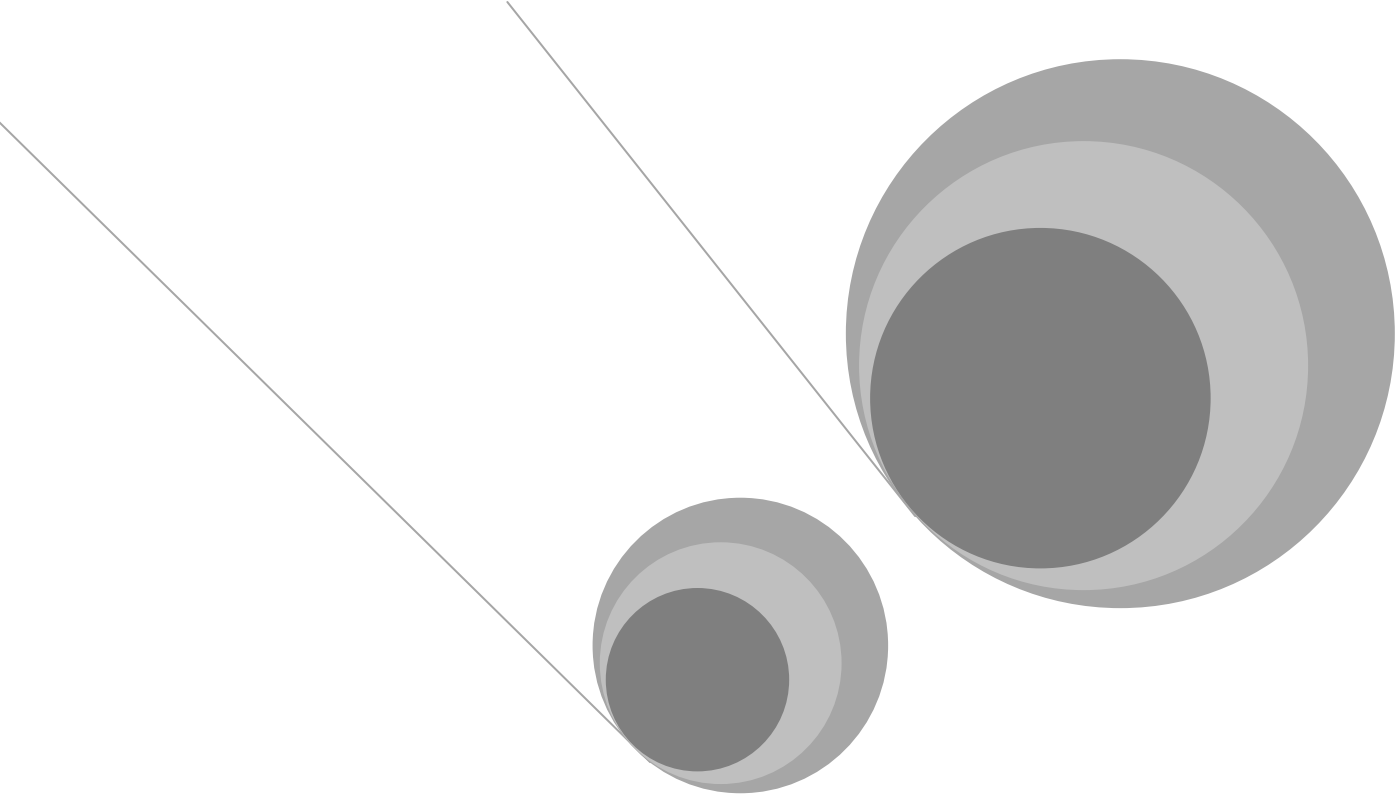
The Training Administrator will send the candidate the Home Study package consisting of:

- A welcome and instruction letter
- The relevant Module Workbook
- A copy of the current Laws of the Sport of Bowls
- A copy of World Bowls: Umpiring & Marking Skills DVD (returnable)
- An EBUA Home Study Manual\*
- An EBUA Training & Development DVD\*

\*Upgrade candidates will not automatically receive the Home Study Manual or DVD, but they may purchase these items separately if they wish.

A new recruit will have a 14 day period in which to decide if they wish to continue with the training. If they do not wish to continue, the materials above must be returned to the training administrator prior to receiving a refund on their application fee.





# **Home Study Procedures**

**EBUA Training & Development Programme 2011**

## **EUA – Home Study Procedures**

### **Home Study Modules**

The Home Study modules are as follows:

Module 1 – Club Umpire Home Study Workbook

Module 3 – Regional Umpire Home Study Workbook

Module 8 – National Upgrade Home Study Workbook

### **Home Study Pack**

The Home Study Pack provides part of the training required to successfully complete the Assessment modules. It consists of a number of items:

- Home Study Manual – Divided into sections on Marking, Umpiring, Measuring and Laws.
- EUA Training DVD
- World Bowls Ltd DVD
- Current Laws of the Sport Book
- Module Specific Workbooks

This material is supplied to the candidate on receipt of the application fee.

### **Module Workbooks**

Included in the pack will be a Module Workbook containing questions which the candidate should complete and must pass in order to progress. The difficulty level of the questions will differ for each grade.

The candidate would be expected to complete the Workbook within 3 months of receipt. The Training administrators should check with the candidate if they have not received the completed workbook within that period.

## EBUA – Home Study Procedures

The candidate may use whatever reference material is available to reach an informed answer. This may include contact with the Training Officers of the EBUA.

This Home Study Pack and Module Workbook will provide the base knowledge required for progression to the next stage.

The Module Workbooks available are as follows:

Qualification Stage	Module	Requirement
<b>Initial qualification as Club Umpire</b>	Module 1	100 basic questions to covering the laws, umpiring and marking Pass Mark 90%
<b>Upgrade to Regional Umpire</b>	Module 3	50 questions covering all the laws Pass Mark 90%
<b>Upgrade to National Umpire</b>	Module 8	50 questions covering all the laws and to test knowledge of law interpretation Pass Mark 90%

On completion of the Module Workbook the candidate must return it to the training administrators for marking.

The training administrator should mark the workbook according to the Module marking scheme and record the result on the papers and on the database.

## EBUA – Home Study Procedures

### Module Results Procedures

If the candidate **PASSES** the Module:

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

If the candidate **FAILS** the Module:

- The training administrator will write to the candidate telling them their result and inviting them to attempt the module again.
- If the candidate fails on the second attempt, they will be told that they must wait at least 12 months before they can retake the module.

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# **Workshop Procedures**

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## **EBUA – Workshop Procedures**

### **Workshop Modules**

The Workshop modules are as follows:

Module 4 – Practical Training Workshop

Module 7 – 4 year Workshop and Assessment

Module 9 – National Upgrade Workshop

### **Training & Development Workshops**

Having successfully attained the pass mark in the Home Study Module, the Regional Secretaries or National Tutors will invite them to attend a Training & Development Workshop the candidate will be invited to attend a Training & Development Workshop by the Regional Secretaries or National Tutors.

Club Umpires will not be expected to attend a Workshop to qualify.

The workshop will be mostly practically 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. Documentary evidence of competence will be required; it will be the responsibility of the National Tutors to ensure the standard is attained.

## EBUA – Workshop Procedures

Qualification Stage	Module	Requirement
<b>Regional Umpire</b>	Module 4	Training on all measuring exercises , practical application of the Laws of the Sport and practical umpiring Attendance at marking course credited within the previous 12 months Assessed as suitable to progress to Module 5
<b>National Upgrade</b>	Module 9	Training on all measuring exercises , practical application of the Laws of the Sport and practical umpiring Attendance at marking course credited within the previous 2 years Assessed as suitable to progress to Module 10
<b>4 year Assessment</b>	Module 7	Development training on all measuring exercises Training on the practical application of the Laws of the Sport Assessed as suitable to receive 4 year certification

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

Audits of the training Workshops will be carried out at random to ensure that the published procedures are being adhered to. The Training & Development Committee will have the right to determine if National Tutors and Regional Training Assistants remain in post based on these audits.

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

Workshops will be held at pre-arranged dates throughout the year The dates will be published on the EBUA website and in newsletters.

## **EBUA – Workshop Procedures**

When the National Tutor receives the Home Study Workbook Module results they will invite the candidate to attend the next available Training & Development Workshop.

A candidate must confirm their attendance so that certificates and welcome packs (if applicable) can be produced. It will not be acceptable for a candidate to arrive at a Workshop without prior notification; such a candidate will not be allowed to attempt the Assessment Module at that workshop.

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

During the Workshop the Regional Training Assistant will set up the measuring exercises, collect fees and assist the National Tutor to deliver 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 pass this requirement of they will be given feedback.

### **Workshop Content**

The National Tutor and Training Assistants may structure an individual workshop to suit the venue or the rink time available etc. The workshops should ideally be completed in one day but may, due to constraints of the venue, be held over two days.

The content of each workshop must be, as follows:

- Introduction to training personnel and candidates
- Domestic arrangements at the venue
- Instruction on practical umpiring
- Instruction on First Choice equipment
- Instruction on each of the 15 measuring exercises
- Interactive discussion and instruction on the practical application of some Laws

National Tutors and training assistants will be provided with a Workshop instruction folder, which will detail the information that must be relayed to the candidates during the workshops. The National Tutors and training assistants must be consistent in their delivery of this material to ensure consistency in the standard of measuring and the interpretation of laws.

## **EBUA – Workshop Procedures**

### **Event Training**

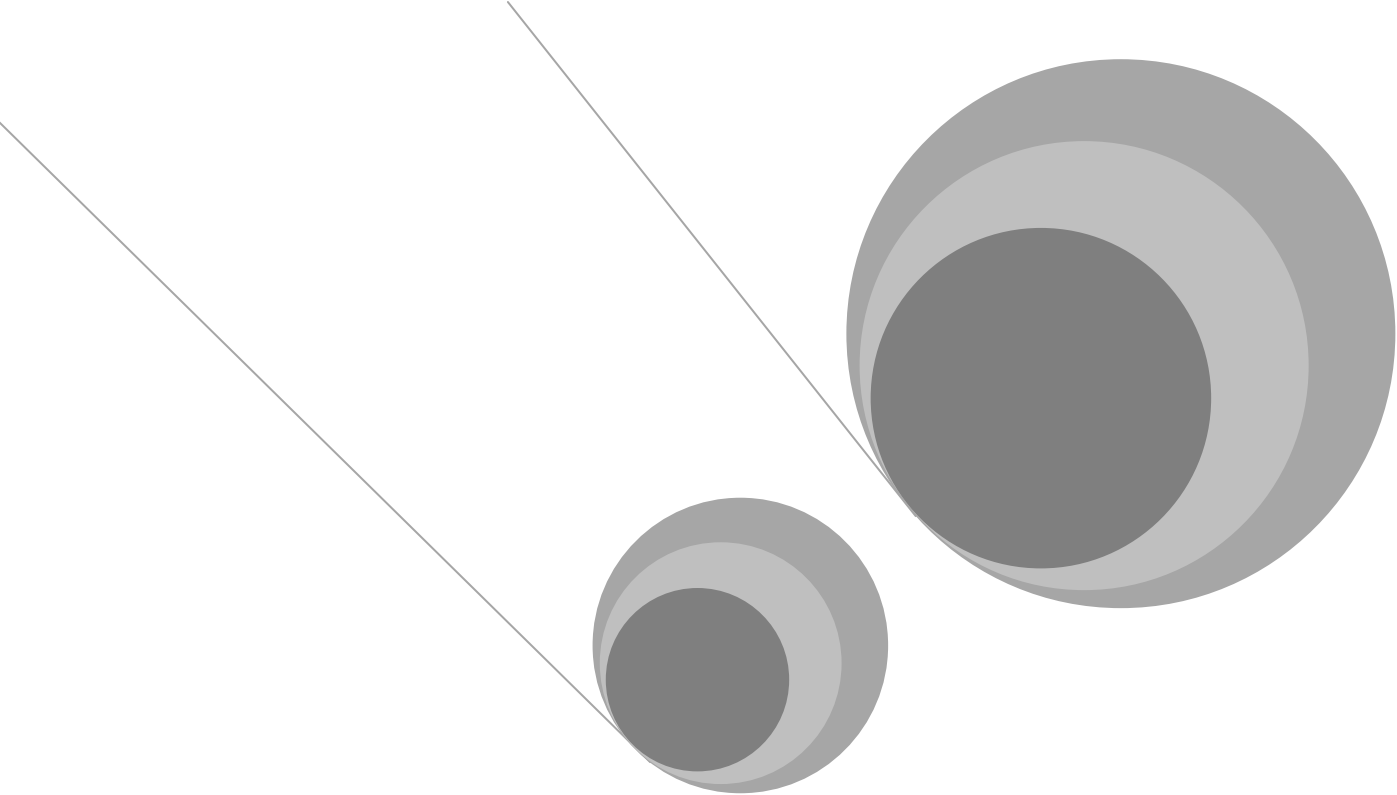
The EBUA Training & Development Committee is committed to providing development training for umpires and markers officiating at specific events such as National Championships.

This training will be provided prior to the event and will highlight the specific requirements of 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 may 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 and markers selected for the event will be notified in advance of their need to attend such training.



# **Markers Course Procedures**

**EBUA Training & Development Programme 2011**

## EBUA – Markers Course Procedures

### Markers Courses

Training as a Marker is an integral part of an EBUA Official's training and development and as such should be included at all grades.

The Markers training and assessment forms part of the qualification modules and can be credited towards the completion of those modules.

These courses will be run separately from the Training & Development Workshops and assessment process allowing more time to be spent on the marker training provided to EBUA Officials.

Markers' courses are run locally for small groups of umpire candidates. The course is however open to anyone who is interested in learning more about marking. It must be stressed, however, that attendance on one of the courses **does not** result in a markers qualification. For an EBUA official the course and subsequent assessment will result in a module credit.

A certificate of attendance will be provided to everyone who attends and this will be used as evidence for a module credit.

Course tutors will be drawn from a local pool of experienced umpires and will be provided with training materials and instruction to enable them to successfully run the courses.

It is critical for the integrity of this process to ensure that the Course Tutors and Assessors completely adhere to the published procedures. Whilst they may wish to introduce a slight variation, it would be unfair to individual candidates and will represent an inconsistent approach.

Local venues will be found and booked for the courses.

The courses will be open to anyone who wishes to attend. Umpire candidates will be expected to attend one course within the time period specified in the

## EBUA – Markers Course Procedures

table below to receive the credit for the module. A candidate may attend a course in any region they choose.

There will be no separate charge for umpire candidates but clubs may choose to make a small charge for their club funds. The EBUA will not receive any funds from these courses.

<b>Qualification Stage</b>	<b>Requirement</b>
<b>Club Umpire</b>	Attendance at marker course within 12 months, either before or after qualification  Assessment of 1 or 2 local marking duties
<b>Regional Umpire</b>	Credit from attendance at marker course within previous 12 months whilst qualified as Club umpire; or  Assessment of 1 or 2 local marking duties
<b>National Upgrade</b>	Credit from attendance at marker course within previous 2 years whilst qualified as Regional Umpire  Assessment of 1 or 2 Regional marking duties
<b>4 year Assessment</b>	Credit from Assessment of 1 or 2 marking duties in previous 12 months

### **Course Content**

The Course Tutors may structure an individual course to suit the venue or the time available. The course may be on one day or split into manageable time periods over a few days. The minimum duration of the course should be 6 hours.

The content of each course must be as follows:

- Introduction to training personnel and candidates
- Domestic arrangements at the venue
- Interactive Quiz style Laws instruction with attendees divided into teams
- Instruction on use of Markers First Choice equipment
- Instruction on 8 basic measuring exercises
- Interactive demonstration of practical marking and time management

Course Tutors will be provided with a course instruction folder detailing the information that must be relayed to the candidates during the course. Included will be course material such as PowerPoint presentation slides and quiz answer papers. The Course Tutors must be consistent in their delivery of this material to ensure consistency in the standard of measuring, the interpretation of laws and marking techniques.

### **Marking Assessment**

An assessment will be carried out on a candidate when they are performing an official marking duty.

A candidate may request an assessment by telling their local County Coordinator or Club Umpire Coordinator of the venue and time they will be marking. Similarly, an assessor may contact a candidate to tell them they will be assessed if it is known that they are carrying out a duty – for example, a marker officiating at County Finals or National Finals.

Assessments will be carried out by local experienced umpires using an official assessment form and instruction on its use.

An assessment form can be obtained from County Coordinators, Regional Secretaries, and training personnel or from the EBUA Website.

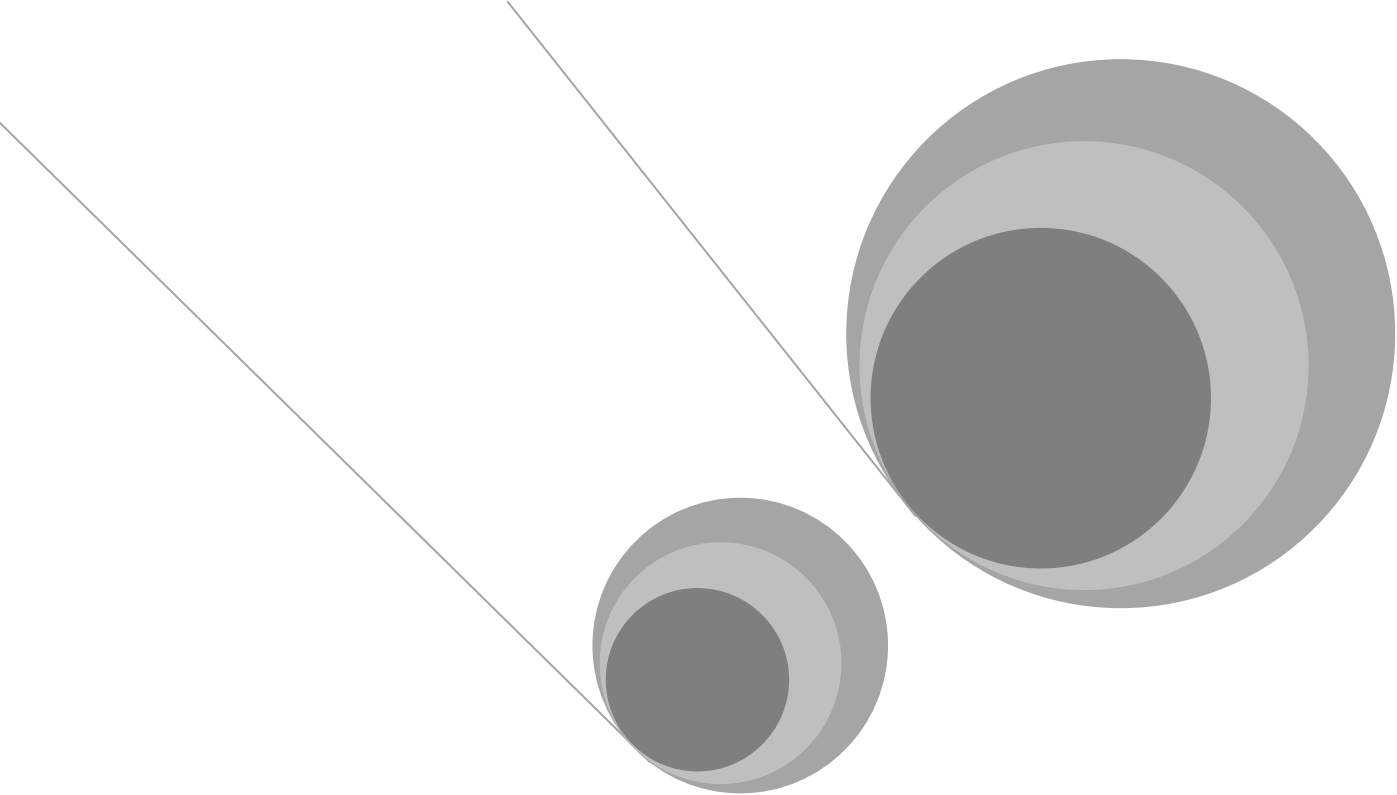
For the assessment the candidate will be observed for a minimum of 5 ends during the game. In those ends a number of elements must be completed successfully. On occasions where a particular element may not be observed or occur in a game, a note will be made next to that element.

When the assessment has been completed the marks awarded for the elements will be totalled and a score calculated. A score of 90% must be obtained for a credit to be awarded.

Following the assessment the candidate must be provided with feedback by the assessor. Guidelines will be provided on the method and content of this feedback.

The assessor and the candidate must sign the assessment form and it should be returned to the Training Administrator who will enter the details on the training & development database.





# **Assessment Procedures**

**EBUA Training & Development Programme 2011**

## **EBUA - Assessment Procedures**

### **Assessment Modules**

A candidate must pass the required assessment modules to gain their qualification. The assessment modules are as follows:

Module 2 – Club Umpire Assessment

Module 5 – Regional Umpire Assessment

Module 6 – Regional Umpire 1 year Assessment

Module 7 – 4 year Workshop and Assessment

Module 10 – National Upgrade Assessment

These Modules will be made up of a number of grade dependent assessments.

#### **Assessment Components**

- Assessment of a number of measuring exercises taken from the 15 standard World Bowls exercises. The candidate is assessed on their use of the correct equipment, procedure, safety and communication when carrying out these exercises.
- A number of scenario based questions answered during the measuring and umpiring assessment.
- 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.
- Correctly answering a number of oral questions randomly selected from a question paper supplied to the examiner. There is no requirement to quote any law numbers when answering these questions.

## **EBUA - Assessment Procedures**

- A theory paper included in the 4 year assessment, designed to test the knowledge of the candidate without reference to any printed help.

A Pass mark of 90% is required for the complete module.

## EBUA - Assessment Procedures

### Summary of modules and assessment requirements

Qualification Stage	Module	Requirement
<b>Club Umpire</b>	Module 2	<p>Assessment of 8 measuring exercises and 4 scenario based questions to be answered during the assessment.</p> <p>“On the job” Marking Assessment credited in first 12 months of qualification</p> <p>Assessment of umpiring skills whilst watching a scripted team game</p>
<b>Regional Umpire 1 Year Certificate</b>	Module 5	<p>Assessment of 15 measuring exercises and 6 scenario based questions to be answered during the assessment.</p> <p>“On the job” Marking Assessment credited from previous 12 months of qualification as Club Umpire</p> <p>Assessment of umpiring skills whilst watching a scripted team game</p> <p>10 question Oral Law examination</p>
<b>Regional Umpire Full Certificate</b>	Module 6	<p>Assessment of 8 measuring exercises and 4 scenario based questions to be answered during the assessment.</p> <p>10 question Oral Law examination</p>
<b>4 year Assessment</b>	Module 7	<p>Assessment of 8 measuring exercises and 4 scenario based questions to be answered during the assessment.</p> <p>“On the job” Marking Assessment credited from previous 2 years</p> <p>Assessment of umpiring skills whilst watching a scripted team game</p> <p>15 written, closed book, multiple choice theory questions</p>
<b>National Umpire</b>	Module 10	<p>Assessment of 15 measuring exercises and 6 scenario based questions to be answered during the assessment</p> <p>“On the job” Markers Assessment credited from previous 2 years</p> <p>Assessment of umpiring skills whilst watching a scripted team game</p> <p>10 question Oral Law examination</p>

## **EBUA - Assessment Procedures**

### **Module Procedures**

It is critical for the integrity of this process to ensure that the National Examiners and Regional Examiners adhere to these published procedures completely. Whilst they may wish to introduce a slight variation, this would be unfair to individual candidates and will represent an inconsistent approach. An audit process is in place to ensure that any variation in procedures does not occur.

Audits of the training Workshops will be carried out at random to ensure that the published procedures are being adhered to. The Training & Development Committee will have the right to determine if National Tutors and Regional Training Assistants remain in post based on these audits.

Prior to the published examination dates, the Training Administrators will provide the National Examiner with a set of Module question papers and result sheets.

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

The candidates will not be expected to quote law numbers in any of the assessments.

At the end of any examination, 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.

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 the venue. Suitable feedback should be given to candidates at this stage.

## **EBUA - Assessment Procedures**

### **Qualification Defaults**

It is mandatory, under the Association's Constitution, that a qualified member must complete an assessment module every 4 years.

An umpire 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 must commence the programme as a new umpire and will pay the full training fee.

### Module 2 – Club Umpire Assessment

This initial grade of umpire will be trained via Home Study Workbook and will not be required to attend a training Workshop. However, to gain their initial qualification and a certificate valid for 4 years, they must attend and successfully pass the Module 2 Assessment held at the same time as other assessments. The following components must be completed to attain the qualification:

#### ***Measuring Exercises***

8 measuring exercises must be completed. See Appendix 1.

The candidate will have access to an umpires' kit from which to choose the equipment they need to carry out the exercises. There is no requirement for these candidates to provide their own equipment but they may do so if they wish.

The candidate will be assessed during the measuring process on their use of the correct equipment, procedures, safety and communication as shown in the Home Study Pack and on the DVD provided as training aids.

#### ***Scenario Questions***

During the measuring exercises, 4 oral questions will be asked. These questions are designed to test the candidates knowledge on basic laws associated with measuring.

#### ***Umpiring***

The candidate will be asked to watch a short video of a two end game of fours showing some basic breaches of the Laws of the Sport, and will be expected to identify and record these breaches.

### **Module 5 – Regional Umpire Assessment**

A Club Umpire may apply to upgrade to Regional Umpire when they have at least 12 months experience in the Club Umpire grade. Training will be provided via Home Study Workbook but the Regional Umpire candidate will be expected to attend a Module 4 Training Workshop. To obtain the qualification and receive a certificate valid for 1 year, they must successfully pass the Module 5 Assessment. The following components must be completed to attain the qualification:

#### ***Measuring Exercises***

All 15 of the World Bowls measuring exercises must be completed as shown in Appendix 1.

The candidate will be expected to use their own equipment to carry out the exercises.

The candidate will be assessed during the measuring process on their use of the correct equipment, procedures, safety and communication as shown in the Home Study Pack and on the DVD and as trained on the Module 4 Workshop.

#### ***Scenario Questions***

During the measuring exercises, 6 oral questions will be asked, which are designed to test the candidates knowledge on laws associated with measuring.

#### ***Oral Law Assessment***

The candidate will be expected to answer 10 oral questions designed to test the knowledge of the umpire on the Laws of the Sport of Bowls.

## **EBUA - Assessment Procedures**

### ***Umpiring***

The candidate will be asked to watch a short video of a two end game of fours showing some basic breaches of the Laws of the Sport, and will be expected to identify and record these breaches.

### **Module 6 – Regional Umpire Full Certificate Assessment**

A Regional Umpire, when they have completed Module 5, will be required to attend a Module 6 assessment, during the period from 3 months before or up to 3 months after, the expiration date of their 1 year certificate. The Regional Umpire will not be required to attend a Module 4 Training Workshop but they may do so if they wish to receive more additional training. It is expected that the Regional Umpire will have gained some experience in the 12 months prior to attending this module. This module is therefore designed to test the competence of the umpire in a number of disciplines, to gain the qualification and receive a certificate valid for 3 years; they must successfully pass the Module 6 Assessment. The following elements must be completed to gain the qualification:

#### ***Measuring Exercises***

8 of the World Bowls measuring exercises must be completed as shown in Appendix 1

The candidate will be expected to use their own equipment to carry out the exercises.

The candidate will be assessed whilst measuring, on their use of the correct equipment, procedures, safety and communication.

#### ***Scenario Questions***

During the measuring exercises, 4 oral questions will be asked. These are designed to test the candidates knowledge on laws associated with measuring.

#### ***Oral Law Assessment***

The candidate will be expected to answer 10 oral questions designed to test their knowledge of the Laws of the Sport of Bowls.

### Module 7 – Four Yearly Assessments

All grades of Umpire will be required to attend a Module 7 assessment every four years when their certificate expires. They will not be required to attend a Training Workshop but they may do so if they wish to receive additional training. To receive a new certificate valid for 4 years, they must pass the Module 7 Assessment which will be taken on the day of the Workshops together with other candidates. The following elements must be completed to attain the qualification:

#### ***Measuring Exercises***

8 of the World Bowls measuring exercises must be completed as shown in Appendix 1.

The candidate will be expected to use their own equipment for the exercises.

The candidate will be assessed whilst measuring on their use of the correct equipment, procedures, safety and communication.

#### ***Scenario Questions***

Four oral questions will be asked during the measuring exercises. These are designed to test the candidate's knowledge on the Laws of the Sport.

#### ***Theory Law Assessment***

The candidate will also answer a number of written and multiple choice theory questions designed to test their knowledge of the Laws of the Sport.

#### ***Umpiring***

The candidate will be asked to watch a short video of a two end game of fours showing some breaches of the Laws of the Sport, and will be expected to identify, record and explain how they would deal with them.

### **Module 10 – National Umpire Upgrade Assessment**

A Regional Umpire can apply to upgrade to National Umpire when they have at least 2 years experience. A home study manual will be available for training and they must attend a Module 9 Training Workshop. To gain the qualification and receive a certificate valid for 4 years, they must pass the Module 10 Assessment. The following elements must be completed to qualify:

#### ***Measuring Exercises***

All 15 of the World Bowls measuring exercises must be completed as shown in Appendix 1.

The candidate will be expected to use their own equipment for the exercises.

The candidate will be assessed whilst measuring on their use of the correct equipment, procedures, safety and communication.

#### ***Scenario Questions***

Whilst the candidate is measuring they will be asked 6 oral questions, designed to test their knowledge of the Laws of the Sport.

#### ***Oral Law Assessment***

The candidate will be expected to answer a number of oral questions designed to test their knowledge and also their interpretation of the Laws of the Sport using a number of scenarios.

#### ***Umpiring***

The candidate will be asked to watch a short video of a two end game of fours showing some breaches of the Laws of the Sport and to identify record and provide details of how they would deal with them.

## EBUA - Assessment Procedures

### Practical Assessment Procedures

The examiner for this assessment must be a different examiner from the one who assessed the candidate for the oral elements of the assessment.

The measuring exercises will be laid out on the rinks exactly as shown in the layout diagram and setup notes shown in Appendix 1. There **must be no** variation to this layout.

Each grade of candidate will be expected to complete the appropriate number of exercises outlined in the individual module procedures and summarised in Appendix 1.

Prior to the start of the assessment the examiner will explain the scoring system to the candidate. There will be no further coaching from the examiner whilst the exercise is being completed. On completion of the exercise the candidate will be given encouragement but not informed of the marks for that exercise.

The examiner should score each exercise according to the following system:

- Prior to beginning an exercise the candidate will be given a laminated sheet to read detailing the scenario.
- The candidate should select the item of equipment (and seek assistance, where required), for each exercise
- Each candidate starts with a maximum number of marks for each exercise
- A circle will be drawn around the mark given for each element of the exercise that they do not complete correctly.

## EBUA - Assessment Procedures

- When the exercise has been completed the examiner will deduct the circled marks from the total available and enter the score in the box provided.
- The total for all the measuring exercises will be calculated and entered in Element A.
- After the exercise has been completed the examiner will ask the candidate a number of oral questions.
- Alternatively, the examiner may ask all the oral questions when all of the exercises have been completed.
- The number of questions for each grade is detailed elsewhere..
- The marks for each question will be entered in the boxes provided in Element B
- The candidate will be asked to examine some bowls for date stamps etc. The examiner will enter the marks awarded for each element in the box provided in Element C
- The examiner will enter a mark for each element related to the candidates' personal demeanour and ability in Element D.
- For all assessments (except Module 2) the candidates Umpires kit will be examined. The marks allocated for the kit will be entered in Element E.
- An examiner may enter comments in the "Comments" section.
- The examiner will sign the score sheet.

On completion of the required number of exercises the candidate will be given feedback and encouragement but not the result of the assessment. They should be returned to a holding area to await the next stage.

The examiner will give the candidate's score sheet to the Training Assistant for checking and calculation of results.

## **EBUA - Assessment Procedures**

### **Oral Law Assessment Procedures**

This element of the assessment must be conducted by a different examiner from the one who carried out the measuring assessment.

The examiner will sit with the candidate in a quiet area and will ask the candidate the questions on the paper. There will be no coaching by the examiner to try and obtain the answers but encouragement may be given once the question has been answered.

The examiner should award a mark for each part of the answer provided by the candidate. There is no requirement for the candidate to quote the law numbers.

Candidates may not consult the current Law book in order to arrive at an answer, but they may use the “Displacement Cards” for any questions relating to Displacement Laws.

At the end of the questioning the examiner will total the marks attained and enter them in the box provided and sign the score sheet.

The examiner will pass the candidates score sheet to the Training Assistant for checking and calculation of results.

## **EBUA - Assessment Procedures**

### **Theory Assessment Procedures**

During a Module 7 - 4 Year assessment the candidate will be expected to answer a number of theory questions. This paper will consist of both written answers and multiple choice answers.

The candidate will sit in a quiet area and complete the assessment without the use of a Law book. If a candidate indicates more than one answer in the multiple choice questions, that question will not receive a mark

When the candidate has completed their answer sheet they will pass it to the Training Assistant for checking and calculation of results.

## **EBUA - Assessment Procedures**

### **Umpiring Assessment Procedures**

A group of candidates will be asked to watch a video of a game of fours.

They will be provided with an answer sheet and asked to note any breaches in the Laws of the Sport or poor umpiring actions and decisions that they spot during the game. Experienced umpires will also be expected to detail any action they would take in response to these breaches.

On completion of the assessment the candidate will pass the score sheet to the Training Assistant for checking and calculation of results.

### **Summary Score Sheet Procedures**

Each set of module papers will contain a front sheet containing the summary score table (Appendix 4). The Training Assistant will transfer the data from the score sheets for the individual assessments into this table as they are received from the examiner or candidate.

When all components of the assessment have been completed the Training Assistant will total the scores and enter the final percentage and indicate a pass or fail for the candidate.

## EBUA - Assessment Procedures

### Procedure if Module Passed

The Training Assistant will calculate the scores and percentage for the module as a whole and record them on the Module Assessment papers. They will inform the most senior official present of the result for each candidate.

If the candidate **PASSES** the Module:

- That official will sign the certificates and issue the welcome pack to the candidate.
- They may provide feedback to the candidate on their performance in the assessment if required.
- 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.

## EBUA - Assessment Procedures

### Procedure if Module Failed

If the candidate **FAILS** the Module:

- An **EBUA Club Umpire** failing a Module 2 assessment will not be given a certificate or welcome pack but will be informed that they may retake the module after a period of 6 months, if they so wish.
- An **EBUA Club Umpire** failing a Module 5 upgrade assessment will retain their 4 year certificate as a club umpire and will be informed that they may retake the module after a period of 6 months, if they so wish.
- An **EBUA Regional Umpire** failing a Module 6 assessment for their full certificate may attempt the same assessment within 6 months. If they fail the assessment on the second attempt then they may (at the discretion of the National Development Committee), continue to work as a Club Umpire. They will be required to repeat the upgrade process to return to their former grade.
- An **EBUA Regional Umpire** failing a Module 10 Upgrade assessment will retain their 4 year certificate as a Regional Umpire and will be informed that they may retake the module after a period of 6 months, if they so wish. 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 this case the candidate must complete all modules again.
- An **EBUA Regional, National or International Umpire**, failing a Module 7 four yearly assessment may attempt the same assessment within 6 months of failing. If they fail the assessment on the second attempt they may (at the discretion of the National Development Committee),

## **EBUA - Assessment Procedures**

continue to work at a lower grade. They will be required to repeat the upgrade process to return to their former grade.

### **Appendices**

The following documents are included for reference

- Appendix 1 - Measuring Exercises by module, setup and green layout
- Appendix 2 – Completed practical score sheet example
- Appendix 3 – Candidate summary score sheet example

# **EBUA - Assessment Procedures**

## **Appendix 1**

The following exercises will be carried out by each grade of umpire during their respective assessments

### **Module 2 – Club Umpire Assessment**

Exercises - 1, 2, 3, 4, 5, 6, 8, 11

### **Module 5 – Regional Umpire Assessment**

Exercises – 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15

### **Module 6 – Regional Umpire 1 year Assessment**

Exercises – 1, 2, 3, 4, 6, 8, 11, 14

### **Module 7 – 4 Year Assessment**

Exercises – 1, 2, 3, 4, 5, 7, 8, 11

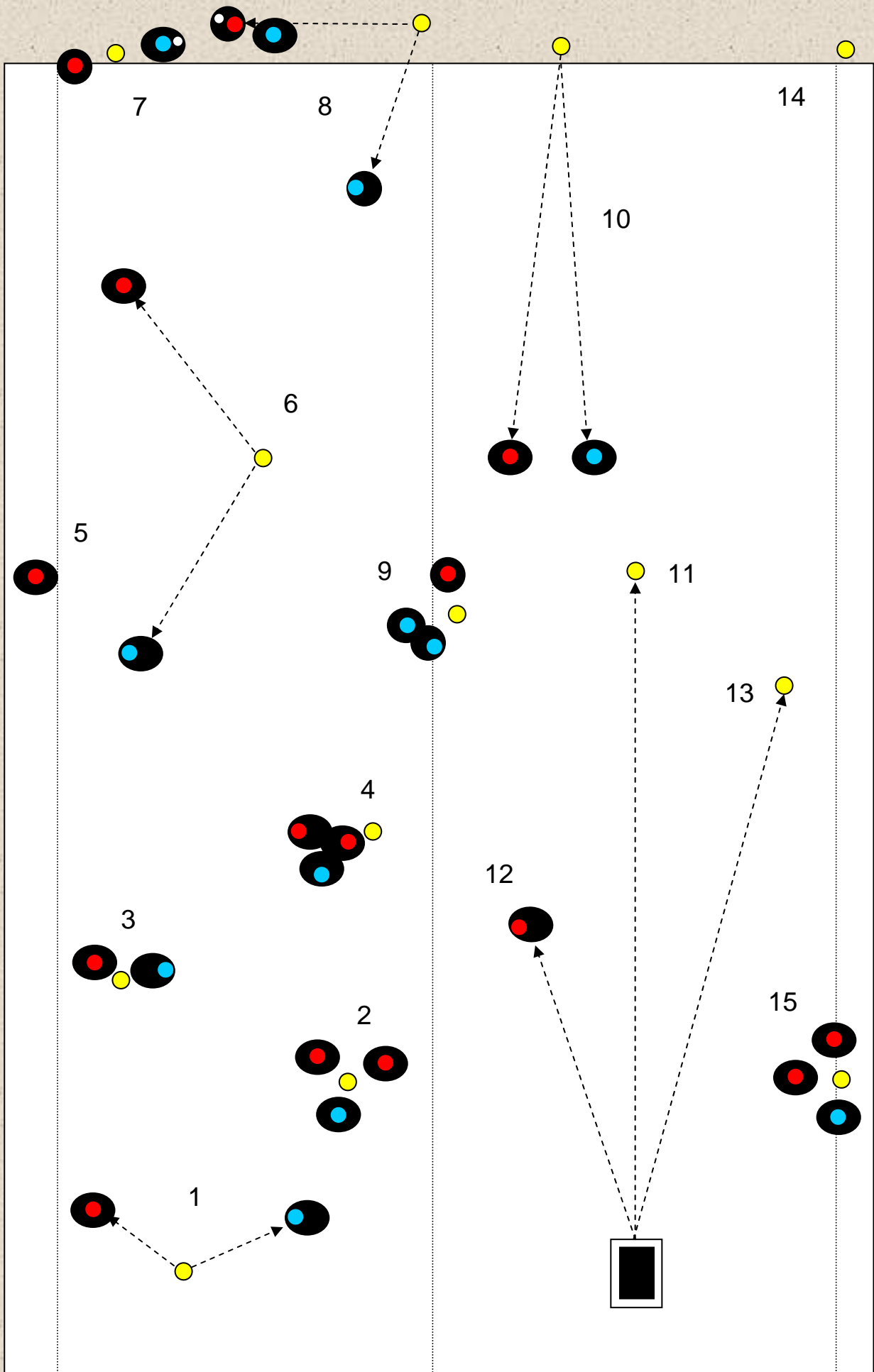
### **Module 10 – National Upgrade Assessment**

Exercises – 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15

# EBUA - Assessment Procedures

## Measuring Exercises Setup

Description	Set Up Procedure
1. Standard Measure	Place bowls at an angle to each other approximately 80 cm from Jack. One bowl to be tilted.
2. Calliper Measure	Place 2 bowls of one set and 1 bowl of another, approximately 10 to 15 cm from the Jack. All bowl to lie flat
3. Feeler Gauge Measure	Set bowls as close to the jack as possible, without touching, with one bowl tilted.
4. Two second bowls resting on shot bowl	Ensure bowls are placed so as to prevent direct measure between one or both of the second bowls. Jack to be approximately 5 mm from the shot bowl.
5. Bowl placed on Boundary line	Set up bowl to be just inside or just over the boundary line. No string in place.
6. Arm's length measure	Place bowls approximately 120 to 180 cm from the jack. One bowl to be tilted
7. Toucher and Jack in ditch with bowl on green overhanging ditch	Place toucher and jack in the ditch 50mm apart and close to the edge of the rink. Place opposing bowl on the rink, overhanging the ditch 50mm from jack
8. Toucher, non-toucher and jack in ditch with bowl on the green	Set bowls approximately 2 to 3 metres from the jack. Jack and toucher in the ditch and opposing tilted bowl on rink. Place an obstructing non-toucher, from the same set as the one on the rink, in the ditch.
9. Last bowl of end played. Two bowls on boundary line equidistant from jack. One bowl resting on dead bowl	Place bowls so that resting bowl will fall out of play when dead bowl is removed. To increase difficulty, dead bowl can be marked as a toucher.
10. Jack driven in ditch with a measure a long distance up the green	Place jack in the ditch and two opposing bowls on the rink at least 4 metres from the ditch. Both bowls to lie flat.
11. Challenged Jack Length	Place mat line less than 2 metres from the rear ditch and place Jack just over 23 metres from mat and 15 cm off centre
12. Bowl length challenged	Set bowl less than 14 metres from the mat line to one side of the rink and close to the boundary line. Bowl to be tilted.
13. Rebounded Jack	Place Jack just over 20 metres from mat line and close to boundary line.
14. Jack in ditch on boundary line.	Place Jack on the boundary line in the ditch
15. Two bowls on boundary line obscuring a jack between them.	Set 2 bowls and jack on boundary line about 6 cm apart. Introduce third bowl blocking the jack for increased difficulty



MEASURING EXERCISES

Candidate Name Mike Woods

Assessment Date 20 / 10 / 10

Assessment Venue London IBC

General Procedures	Section A - Compulsory Exercises						
	9	10	11	12	13	14	15
Used wedges on all tilted bowls efficiently / correctly							1
Used the correct measuring equipment		1	1	1	1	1	1
Had the equipment in a straight line between the nearest / correct points of both objects – Setting measure		1	1	1	1		
Had the equipment in a straight line between the nearest / correct points of both objects – 2 <sup>nd</sup> object		1					
Had equipment slightly inclined at an angle							
Carried out complete measure from stable platform		1					
Re-checked measure against the first bowl		1					
Moved around the head not through it		1					
Measured from open side of head							
Identified the correct shot		1					
Communicated well with assistants		1	1	1	1	1	1
Gave the correct live or dead decision	2		1	1	1	1	1
<b>Exercise specific procedures</b>							
Ensured that either the equipment or boundary markers were correctly aligned						1	1
Removed Shot bowl from bowls side							
Communicated with players on adjacent rink	1					1	1
Measured one bowl against two correctly							
Did not stand/kneel in the ditch and briefed assistant		1				1	
Checked that bowls in ditch were live							
<b>Equipment specific procedures</b>							
Feeler gauges – used white strips							
Feeler gauges – made adjustments correctly away from head							
Callipers – measured from bowl to jack							
Callipers – made adjustments correctly away from head							
Controlled line / tape ensuring jack/bowls were not displaced				1	1		1
30 metre tape – used correct distances			1	1	1		
30 metre tape – checked mat line & jack was centred			2				
Max Marks per Test	3	9	7	6	6	6	7
Marks gained per test	3	9	7	6	5	6	6
<b>Total marks for section A</b>	104 / 109						

Candidate Name Mike Woods  
 Assessment Date 20 / 10 / 10  
 Assessment Venue London IBC

Section C - Checking Bowls	
Date Stamp	1
Stickers – One set & no additional marks	1
Serial Number	1
<b>Total marks for section C</b>	<b>3 / 3</b>

Section D – Personal Attributes	
Appearance / Dress	1
Attitude	1
Confidence	1
Overall Ability	1
<b>Total marks for section D</b>	<b>4 / 4</b>

Section E – Umpire’s Kit	
Box Measure, Callipers, Wedges	1
Feeler Gauge, White Strips	1
Set Square, Long String	1
Pen, Notepad, Chalk	1
Current Laws of the Sport	1
General Condition of Kit	1
<b>Total Marks for section E</b>	<b>6 / 6</b>

PRACTICAL ASSESSMENT TOTALS	
Marks for Section A – Compulsory Exercises	104
Marks for Section B – Practical Theory	4
Marks for Section C – Checking Bowls	3
Marks for Section D – Personal Attributes	4
Marks for Section E – Umpire’s Kit	6
<b>TOTAL MARKS</b>	<b>120 / 127</b>

ASSESSOR COMMENTS
<p>Mike is a very competent umpire and will be an asset to the association as a National grade umpire</p>

Assessor Name Henry Jacks  
 Assessor Signature H. Jacks

# EBUA - Assessment Procedures

## Appendix 3

### Candidate Summary Score Sheet

Assessment	Candidate Score	Available Mark
Oral Law Assessment	23	25
Measuring Assessment	120	127
Umpiring Assessment	6	6
<b>TOTALS</b>	149	158

***To calculate the percentage mark***

Candidate Score divided by Available Mark multiplied by 100

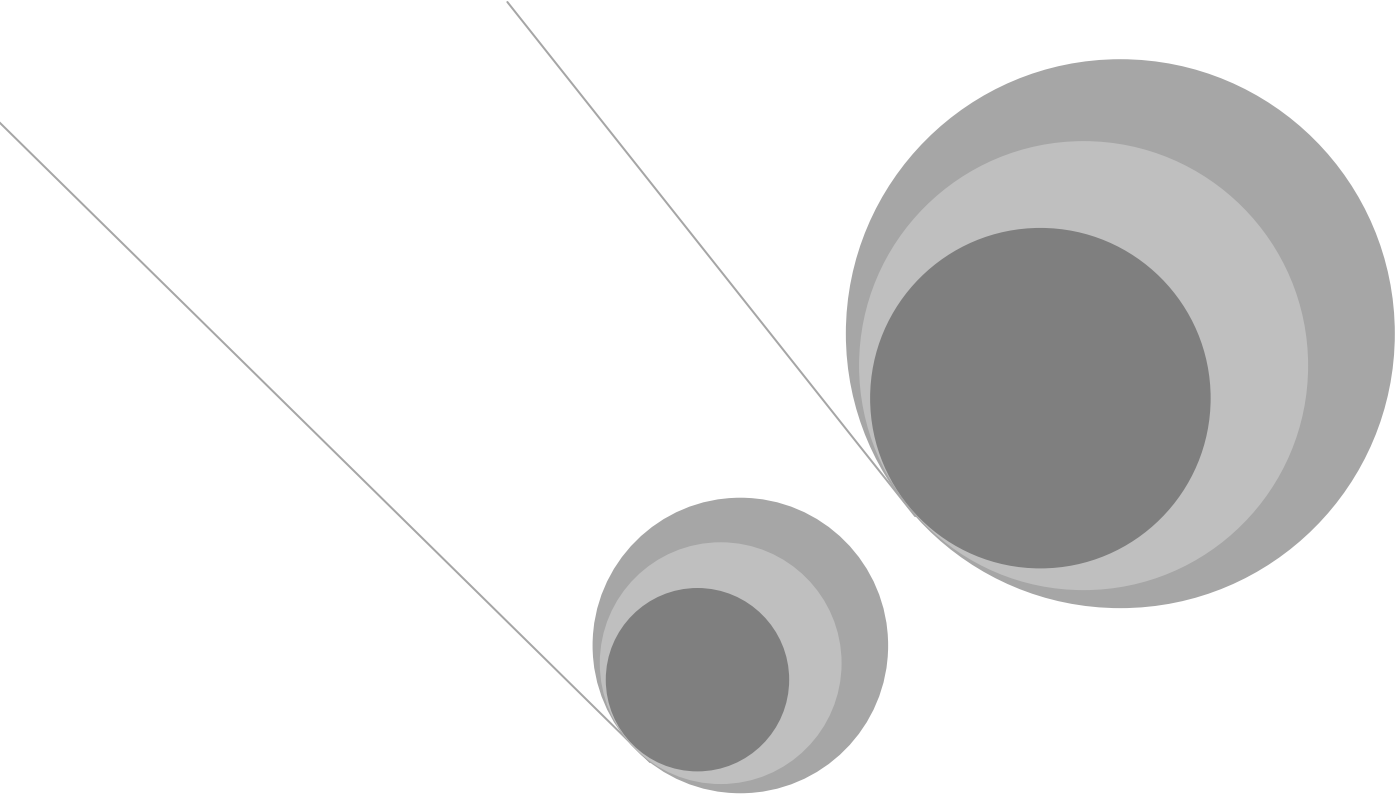
Tick the appropriate box to indicate if this candidate has passed or failed the assessment

**PASS MARK = 90%**

PERCENTAGE

PASS

FAIL



# **Qualification Procedures**

**EBUA Training & Development Programme 2011**

## **EBUA – Qualification Procedures**

### **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 and used to update the national membership database.

## **EBUA – Qualification Procedures**

### **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
- 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
- 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
- A Certificate valid for a period of 4 years
- A list of Regional & National contacts

