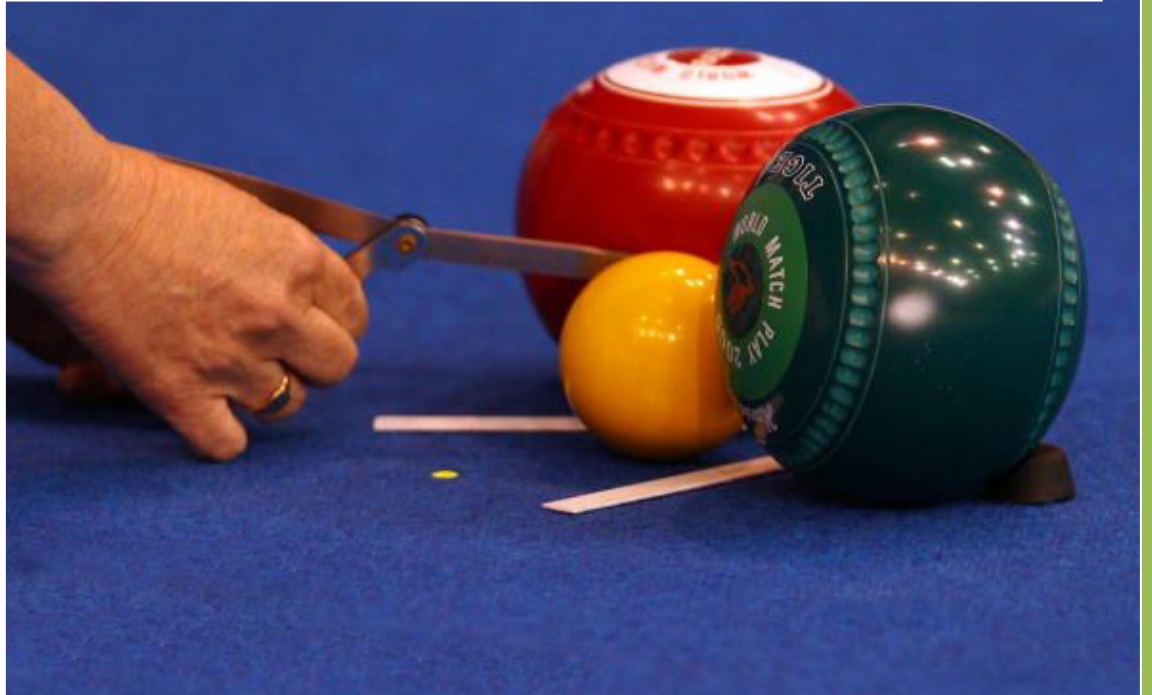




Guide to Training and Development



ENGLISH

BOWLS

UMPIRES

ASSOCIATION

Guide to Training & Development

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Introduction

For many years Bowls Umpires trained by the 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 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 guidance summarises the processes adopted for training and examination of all grades of umpire, nationally, by the EBUA.

Vic Perry

EBUA Development Officer

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Structure & Personnel

Development Officer

The Development Officer is responsible for the development, planning, co-ordination and delivery of training and examination programmes for umpires and markers.

National Tutors

National Tutors are responsible for coordinating, facilitating and delivering training to established and prospective umpires. They are assisted by a team of Training Assistants

National Examiners

National Examiners are responsible for facilitating and delivering examinations and assessments to existing and prospective umpires. They are assisted by a team of Examiners and Training Assistants.

Examiners

Examiners are responsible for assisting the National Examiners in carrying out examinations.

Training Assistants

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.

Training Administrators

Training Administrators are responsible for the administration of all processes involved in the training and development of umpires. Including, marking all workbook papers for new recruits and those applying for upgrades.

Markers Awareness Course (MAC) Tutors

MAC Tutors are responsible for facilitating MAC courses in accordance with the programme for those courses.

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Grades of Official

Officials holding qualifications from the EBUA fall into a number of grades. Each grade is attained on the basis of experience, competence and assessment. The grades of Umpire are:

- Regional Umpire
- National Umpire
- International Umpire

In addition there will be individuals who are deemed competent in Singles Marking, having completed the EBUA Markers Awareness Course and attained Competency Level 1.

- EBUA Marker

EBUA Marker

A standalone grade for those club members who have been trained in marking and also those who wish to progress to become an umpire. An EBUA Marker is able to mark in competitions where assessment of their work has determined that they have suitable experience and competence. Ideally, individuals should have two years' experience as a player.

Regional Umpire

The entry grade of a qualified umpire. An EBUA Regional Umpire is entitled to officiate in competitions managed by local clubs, counties and other regional bodies. Ideally, individuals should have two years' experience as a player.

National Umpire

The highest qualification stage for an Umpire. The National umpire is able to officiate in all events governed by the National Governing Bodies. An upgrade candidate must already be an EBUA Regional Umpire with, ideally, 2 years' experience and have demonstrated sufficient experience to progress.

International Umpire

The highest grade for an Umpire under the EBUA structure is obtained by selection only by the International Selection Committee. An International umpire is able to officiate at all events governed by the International governing bodies. However, to be eligible to officiate at some events such as Commonwealth Games, World Bowls and others governed by World Bowls Ltd, an official will require World Bowls International Technical Officials (ITO) accreditation. It is important to note that

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the ITO qualification is a separate process from the EBUA Training & Development Programme. An umpire can choose to undertake the ITO qualification the result of which will not impact on their grade within the EBUA.

Transferee Umpires

We often welcome qualified umpires from umpiring bodies other than England. To officiate in this country, they must complete an application form and provide evidence of their qualification as well as being endorsed by their previous National Umpiring Body. Upon payment of the membership fee, they will be entitled to officiate at Regional Umpire grade. As soon as possible, but certainly within 12 months of joining the Association they will be required to attend a Training & Development Workshop and pass a 4 yearly examination to remain as a Regional Umpire. Alternatively, If they wish to be accredited as a National Umpire, they will be required to successfully complete a National Upgrade process.

Stages of Training & Development

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

EBUA Markers Awareness Course

Regional Umpire Home Study Workbook

Practical Training Workshop

Regional Umpire Examination

4 yearly Workshop and Examination

National Upgrade Home Study Workbook

National Upgrade Examination

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Applications for Training & Examination

Umpire Training & Examination Application

Anyone interested in becoming an EBUA Regional Umpire or upgrading to National Umpire grade can obtain the application forms from EBUA Website (www.ebua.org.uk)

This form should be completed and sent, with the fees, to the Training Administrator. The training fee must be paid by all applicants.

We suggest a period of 2 years' experience as a player before applying to become a Regional Umpire and a period of 2 years' experience as a Regional Umpire before attempting to upgrade to National Umpire. When upgrading, they will be required to provide a list of duties performed as evidence of their experience.

Upon receipt of the application, the Training Administrator will send the Home Study package consisting of:

- A welcome and instruction letter
- A Theory Question Workbook
- A copy of the current Laws of the Sport of Bowls*
- An EBUA Home Study Manual*
- An EBUA Training & Development DVD*

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

The Home Study Pack and Home Study Workbooks will provide the base knowledge required for completion of the workshop and examination.

Marker Awareness Course Application

Club members or umpires wishing to attend an EBUA Markers Awareness Course should ask their County Coordinator or Marker Awareness Course Tutors for details of courses to be held in their areas. There is no formal application form for the course. The course organisers require registration to allow them to prepare the certificates and course materials.

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Home Study Workbooks

The Home Study Workbooks contain theory questions on the Laws of the Sport which must be answered and passed in order to progress. The level of difficulty of the questions will depend on the grade. You may use whatever reference material is available to reach an informed answer including contact with EBUA Training Officers. The questions are based on the Laws of the Sport of Bowls Crystal Mark 3rd Edition.

The Home Study Manual and DVD are a great asset when completing this initial training stage and we would encourage applicants to read and watch the material.

The pass mark for the workbook questions is 90%

When the 90% pass mark is reached the Training Administrator will relay the result to the applicant and provide feedback of where any marks were lost as well as details of the next stage of the programme.

If unsuccessful, a second paper may be attempted. Feedback on where the marks were lost in the first attempt will be provided.

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Practical Training Workshops

On completion of the Home Study Workbook candidates will be invited to attend a Practical Training Workshop in their area. Dates are shown on the EBUA Website for those wishing to attend in a different area. The workshops are mostly practical based. The basic content is:

- 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

It is important that candidates confirm that they will be attending so that certificates, examination papers and welcome packs can be produced. It is not acceptable for a candidate to arrive at a Workshop without prior notification.

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

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Examinations

In order to gain the qualification, a candidate must pass the required examination. The examination sessions will generally be held on the second day of the Workshop weekend depending on venue constraints. The examinations will always be held on a different day to the workshop. Prior to the date of the examination candidates will be allocated a time slot to attend for examination. On the day, the Training Assistants and Examiners will make every effort to ensure candidates are examined as close to that time as possible.

The content of the examination will depend on the stage you are taking as shown in the table below:

Qualification Stage	Requirement
Initial qualification as Regional Umpire	Satisfactory completion of 10 measuring exercises and answering 5 scenario based questions. A 10 question Oral Law examination
Upgrade to National Umpire	Satisfactory completion of 15 measuring exercises and inspection of Umpires Kit. A 10 question Oral Law examination
4 year Assessment	Satisfactory completion of 8 measuring exercises, inspection of Umpires Kit and answering 4 scenario based questions 15 written, closed book theory questions

Measuring Exercises

The measuring exercises are taken from the 15 standard World Bowls exercises. Candidates are shown the best practice to complete each during the Workshop. Details of how to complete the exercises are also shown in the Home Study Manual and DVD. During the examination candidates will be examined on their use of the correct equipment, procedure, safety and communication.

New umpires will have access to an umpire's kit from which to choose the equipment they need to complete each exercise. Qualified umpires attending a 4 yearly examination or an upgrade to National Grade will be expected to provide their own equipment and will be marked on its suitability. A qualified umpire is expected to have all first choice equipment available and in good order. Failure to have the correct equipment will, at the discretion of the National Examiner, result in an overall failure.

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Theory Questions

A number of questions will be asked during measuring exercises. These are simple questions specifically relating to the exercises.

Candidates will also be required to answer a number of oral questions on a one-to-one basis with an examiner. These questions are more scenario based. Candidates will not be required to quote any law numbers when answering these questions.

During the 4 yearly examinations candidates will also be asked to complete a multiple choice theory paper without reference to any printed material.

Passing the Examination

When all the parts of the examination have been completed, candidates will be told the result before they leave the venue. The pass mark covering all areas is 90%.

Successful candidates will receive a certificate valid for 4 years and newly qualified officials will also receive a Welcome Pack.

Failing the Examination

We do of course hope that this is not the case but some candidates do not reach the required standard to proceed.

A candidate attempting to become a new Regional Umpire may retake the examination after a period of 6 months.

A Regional Umpire attempting an upgrade examination to National Grade will retain their 4 year certificate as a Regional Umpire and may retake the examination after a period of 6 months, if they wish. An upgrade candidate who fails the examination on two occasions may not reapply for the upgrade until two years after the second failure date. In this case the candidate must complete all stages again and pay the training fee.

Any qualified Umpire failing a four yearly examination may attempt the examination within 6 months of failing. If they fail the examination on the second attempt they may, at the discretion of the Development Officer, continue to work at a lower grade. They will be required to repeat the upgrade process to return to their former grade.

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Qualification Defaults

The EBUA requires that a member must complete an examination every 4 years to retain their qualification.

An umpire not attending the examination within 6 months of the date of expiration of their certificate will become Non-Active until such time as they have successfully completed the examination.

An umpire who has been non-active, or has allowed their certification to lapse, for more than 12 months must, at the discretion of the Development Officer, re-enter the programme as a new umpire and will pay the full training fee.

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Marker Awareness Courses

Training as a Marker is an integral part of an EBUA Official's training and development. The Markers training and assessment forms part of an umpires qualification stages.

Marker Awareness Courses themselves are run separately from the Training & Development Workshops allowing more time to be spent on the marker training, and also allowing club members who do not wish to become umpires to gain a level of competence in Marking.

Attendance on one of the markers awareness courses alone **does not** result in a markers qualification.

A certificate of attendance will be provided to everyone who attends which will be used as evidence towards an Umpire Qualification. Following a number of successful "on the job" marking assessments, an official will be awarded a Certificate of Competence.

Course Content

The Marker Awareness Courses will be structured to suit the venue or the time available. The course should be run over two half days. The minimum duration of the course should be 6 to 8 hours with most of the second day centred around the Time Management skills.

The basic content of each course will be as follows:

- Day One
 - Interactive Quiz style Laws instruction
 - Instruction on the use of Markers First Choice equipment
- Day Two
 - Instruction on basic measuring and distances
 - Interactive demonstration of practical marking and time management

Candidates will receive a debrief and presentation of certificates, manuals and Next Steps guide detailing the opportunities available to them

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Marking Assessment

Part of the qualification process for an EBUA Marker or Umpire will be an assessment when performing an official marking duty. A marker may request an assessment by telling their County Mentor of the venue and time they will be marking. Similarly, an assessor may contact a marker 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.

During the assessment the marker will be observed for a minimum of 5 ends during the game. In those ends a number of elements must be completed successfully. Following the assessment the marker will be provided with feedback from the assessor.

An record of the assessment will be placed in the Markers Log Book as evidence of the assessment having taken place.

Marker Grade

Anyone successfully completing the Marker Awareness Course and Competency Level 1 will be entitled to join the EBUA by paying the current membership fee. They will be called an EBUA Marker.

They will be entitled to mark games up to the level of their competence determined by assessment and experience evidenced in their logbook.