

# Administration of Europe Netball Umpire Assessments



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## **1. Introduction**

This handbook defines the minimum standards for Europe Netball administration of umpire assessments. Member Countries must adhere to these minimum standards, but may mandate a higher standard, if they consider that there is a need. This document contains the details for organising umpire assessments at 'C', 'B' and 'A' level and should be read in conjunction with other Europe Netball Officiating documents relating to assessment which can be found on the Europe Netball website:

- Europe Netball Assessors Handbook
- Europe Netball Umpire Pathway
- Europe Netball 'C' award Online Paper Guidance
- Europe Netball 'B/A' Written Paper Guidance

Europe Netball Member Countries are required to use the Europe Netball practical assessment criteria when assessing their umpires using appropriately qualified assessors, as defined by Europe Netball. The Europe Netball criteria for practical assessment for the Europe Netball 'C', 'B' and 'A' awards are aligned to the Umpire Competencies used by World Netball. This means that umpires at all levels are now graded using the same criteria, but the score that an umpire needs to achieve is lower for higher levels of the umpire awards.

Each level of the Umpire Pathway for 'C', 'B' and 'A' award qualifications includes a written assessment and a practical assessment. In addition, the 'B' and 'A' level requires a multi-stage fitness test (MSFT), currently 5.1 (Member Countries may specify a higher level before taking the practical assessment). Member Countries may also require a practical pre-assessment: guidance on the relevant criteria is in Appendix A.

## **2. Umpire Assessment Administration-Personnel**

### **2.1 Assessment Organisers**

Member Countries are responsible for using people with appropriate experience and qualifications to administer/coordinate their written and practical assessments as defined in this handbook (Assessment Organisers). Member Countries also need to nominate appropriately trained assessors in ways that suit their organisation and to keep up-to-date records which should be made available to Europe Netball if requested.

### **2.2 Assessors**

Assessors appointed to a practical assessment must hold the relevant level of umpiring award (active or non-active) and be included on the Member Country or Europe Netball recognised list of assessors.

A qualified assessor may assess at the relevant level on behalf of any other participating Member Country with permission and agreement from the Europe Netball Director of Officiating.

To assess at 'C' award level the appointed assessors must be:

- 1 'C' award and 1 minimum 'B' award assessor
- 2 minimum 'B' award assessors

To assess at 'B' award level the appointed assessors must be: 2 minimum 'B' award assessors

To assess at 'A' award level the appointed assessors must be: minimum 'A' award assessors

Umpire assessment level	Assessor minimum umpire qualification (active or inactive)	Assessor minimum time held umpiring award	Assessor previous level of assessment experience
'C' award	'C' award *	2 years	None
'B' award	'B' award	2 years	'C' award
'A' award	Minimum 'A' award	2 years	'B' award

#### Notes

1. A 'C' award umpire can only assess at 'C' award level provided the other assessor is a 'B' award or a minimum 'A' award umpire and a qualified assessor.
2. 'C' award umpires who are qualified assessors cannot do pre-assessments, if pre-assessments are part of a Member Country's Umpire Pathway.

Europe Netball recommends that, where possible, a learner umpire's mentor is not appointed as an assessor for that learner umpire's practical assessment.

### 3. Written assessment

#### 3.1 'C' award

The 'C' award written assessment is taken online using the Onefile system. Learner umpires apply to Europe Netball using the Europe Netball 'C' Award Written Application Form and make payment of the fee to Europe Netball, or to their Member Country if agreed with Europe Netball. If a learner umpire is unsuccessful on their first attempt, they may attempt that paper again immediately, or try again later, by applying to the Europe Netball 'C' award Online Written Administrator. If a learner umpire is unsuccessful on their second attempt, they will have to submit a further application form and fee to

Europe Netball before trying again. The learner umpire is immediately informed of the result by the Onefile system.

On a monthly basis, the Europe Netball 'C' award Online Written Administrator advises each Member Country of their learner umpires' results.

### **3.2 'B/A' award**

Europe Netball organises and administers the combined 'B/A' written assessments and these are held 3 times a year at a set time and set date across all of Europe. Scheduled dates for the written assessment and closing date for applications to Member Countries and Europe Netball are published on their respective websites.

Member Countries advise the names of the candidates, invigilators and venues to Europe Netball.

Approximately 4 weeks after each 'B/A' written assessment date, Europe Netball advises each Member Country of their learner umpires' results and also informs the learner umpire.

### **3.3 Special dispensation**

Learner umpires with a physical condition and/or a known (diagnosed) learning need, including but not limited to, Dyslexia, may be eligible for special consideration when taking their written assessment. Please contact the Member Country Lead Assessment Organiser before the closing date for the application. who can then make the necessary arrangements. These may include use of a computer, additional time, a reader, someone to write on their behalf or use of a lexicon dictionary.

### **3.4 Sample Written assessment papers**

Sample 'C' and 'B/A' award written assessment papers should be held by each Member Country and made available to learner umpires. Sample papers can be downloaded from the Europe Netball website.

### **3.5 Written assessment period of validity**

A pass in the 'C' award written assessment is valid for two years. During this time, the learner umpire must apply for their 'C' award practical assessment. After 2 years, the 'C' award written assessment will expire and learner umpires will have to retake the online written assessment.

For the combined 'B/A' paper, learners may either obtain a 'B' written pass or an 'A' written pass, depending on the marks gained.

- If the pass is a 'B' written, the umpire must apply for their 'B' award practical assessment before the written assessment expiry date. After 2 years, the 'B' written assessment will expire and learner umpires will have to retake the written assessment before they can apply to take the 'B' award practical assessment.

- If the pass is an 'A' written, the umpire must apply for their 'B' award practical within 2 years, otherwise the 'A' written assessment will expire and learner umpires will have to retake the written assessment before they can apply to take the 'B' award practical assessment.

If the pass is an 'A' written and during 2 years from the time of gaining an 'A' award written the umpire passes their 'B' award practical assessment, then the 'A' written will be valid for a further 2 years and the umpire can apply to progress to the 'A' award practical assessment without retaking their written paper. Within the next 2 years, the umpire must apply to take their 'A' award practical assessment, otherwise the 'A' written pass will expire and the umpire will have to retake the 'B/A' paper and gain an 'A' written pass before they can apply to take the 'A' award practical assessment.

Any candidate who wants to apply for the 'A' award practical assessment must pass the 'B/A' written paper and gain an 'A' written pass.

#### **4. Pre-Practical Assessment Administration**

- The Assessment Organiser will check the learner umpire's application form to confirm requirements relating to age, course attendance, current umpiring qualifications, membership status and written assessment status
- To prepare for the practical assessment, learner umpires must keep a log of matches they have umpired, suitable for the level they are working towards
- The Assessment Organiser will check the learner umpire's log to make sure it meets the criteria set by the Member Country (i.e. the number, variety and standard of matches umpired)
- Learners applying for 'B' or 'A' award practical are required to achieve a level of 5.1 on the multi-stage fitness test (MSFT) within 6 weeks before taking their practical assessment. The test must be fully managed as per the MSFT Instructions. The test and results need to be validated by someone suitably qualified from outside the learner umpire's club, e.g. a qualified fitness instructor, coach, physical education teacher. Details of the MSFT test are available at <http://thebleeptest.com/>
- The Assessment Organiser will check that the learner umpire's fitness test result to make sure that it meets the criteria set by the Member Country
- For 'B' and 'A' award assessments, the practical assessment should preferably be on a match outside the learner umpire's normal umpiring environment, for example using a match where the teams are not familiar to either learner, as this could influence the outcome
- Learner umpires must ensure they have a full understanding of the scoring system; however, this is not assessed
- All assessors must be appointed by the Assessment Organiser and qualified at the level at which the practical assessment is being carried out
- Scorers and timekeepers must be provided for all practical assessments, as learner umpires don't need to score or time the match

The Assessment Organiser will notify the assessors, learner umpires and teams of the date, time and venue of the practical assessment and send sufficient copies of the LARF to the lead assessor, together with details of the learner umpires and expense/claim forms for each assessor

## **5. Practical Assessment Administration**

### **5.1 Information**

Learners must hold the appropriate pass in the written paper before applying for a practical assessment. Practical assessment applications must be submitted before the written assessment has expired.

Where possible 2 x learner umpires should be assessed on one match.

A learner umpire taking a practical assessment **cannot** be awarded a pass at a higher level than the level at which they are being assessed i.e. a learner umpire taking the 'C' award practical assessment can only gain the 'C' award on that assessment. The reason is that the appointed assessors may not be accredited to assess at 'B' Award level and the match may not be the right standard.

For 'C' and 'B' award practical assessment, two assessors will be appointed to assess the learner umpire/s. For 'A' award assessment where there is one learner, a minimum of 2 accredited 'A' award assessors will be appointed. For two learners, 3 accredited 'A' award assessors will be appointed. One of the assessors will be appointed as the lead assessor. An observer may also be appointed to the assessment, to undertake their practical assessment training.

The lead assessor makes the final decision in all situations where the assessors disagree on any aspect of the assessment process and/or criteria that affects the outcome of the practical assessment for the learner umpire, for example - Pass or Not Yet Met (NYM) Criteria.

### **5.2 Application/Timing**

The application to take the relevant practical assessment must be received by the Assessment Organiser within the validity period of the learner umpire's written assessment. This must be arranged as soon as possible on receipt of the application (unless there are extenuating circumstances) within:-

- Three months for 'C' Award
- Four months for 'B' Award
- Six months for 'A' Award

The application must include:-

- The appropriate assessment fee



- A copy of the learner’s ‘B’ or ‘C’ award course certificate
- A copy of the learner umpire’s log book
- Date of birth (if under 18)
- Current umpiring qualification (if applicable)
- For ‘B’ and ‘A’ applications, confirmation of a successful MSFT result within six weeks of the assessment date

If a learner umpire withdraws from a scheduled assessment date, a new assessment date will be agreed and confirmed with the learner umpire. A new fitness test may be needed, depending on the timescale.

All practical assessments must meet the minimum operating requirements set out below to be carried out effectively, including: times, match standards and appropriate assessors. Assessors may declare the assessment void if the match is not of suitable standard.

‘C’ award learner umpires need to be aware of the correct equipment and safe playing conditions but should not be given a NYMC because of weaknesses here, as it is the lead assessor’s responsibility to check these conditions. However, learner umpires must make sure players follow the nails and jewellery rule.

Standard	‘C’ award	‘B’ award	‘A’ award
Maximum number of learner assessments per assessor per day	8 learners	4 learners	2 learners Note: For ‘A’ award assessments conducted as part of a multiple day competition, assessors may conduct assessments for up to 4 learners over 2 matches BUT these circumstances must be discussed and authorised in advance by the Europe Netball Director of Officiating.

Number of learners per assessment	Preferably 2 (1 is allowed)	Preferably 2 (1 is allowed)	Preferably 2 (1 is allowed)
Length of observation	30 to 40 minutes	48 to 60 minutes	60 minutes
Match duration format	One match 2 x 15 minutes 2 x 20 minutes	One match 4 x 12 minutes 4 x 15 minutes	One match 4 x 15 mins
Competitive match standard	A good standard school, junior or club match	A good standard senior club match	A high standard senior club match or U17 Netball Europe development competition
Assessment location	Any	Preferably outside their usual area of umpiring	Preferably outside their usual area of umpiring
<u>Minimum</u> qualification for Assessors	2 accredited 'C' award assessors. One must hold a minimum of 'B' award umpiring qualification	2 accredited 'B' award assessors. One must hold a minimum of 'A' award umpiring qualification	For one learner, a <u>minimum</u> of 2 accredited 'A' award assessors. For two learners, 3 accredited 'A' award assessors. All must hold a minimum of 'A' award umpiring qualification
Pre-match	A room or private area must be available for a minimum of 30 minutes to carry out the pre-match briefing of the learner umpires and assessors	A room or private area must be available for a minimum of 30 minutes to carry out the pre-match briefing of the learner umpires and assessors	A room or private area must be available for a minimum of 30 minutes to carry out the pre-match briefing of the learner umpires and assessors
Post-match	A room / private area must be available for minimum of 45 minutes for assessors to decide the outcome of the assessment and to give feedback to each learner	A room / private area must be available for a minimum of 60 minutes for assessors to decide the outcome of the assessment and to give feedback to each learner	A room / private area must be available for a minimum of 90 minutes for assessors to decide the outcome of the assessment and to give feedback to each learner

## **6. Post-Practical Assessment Administration**

### **6.1 NYMC & Re- Assessments – all awards**

Occasionally, learner umpires may not show the minimum level needed to pass the award for which they are being assessed.

The assessors use the following guide to help the learner umpire progress: -

- Recommend the number and standard of matches needed to gain further experience
- Tell the learner umpire what is needed from the practical performance to pass the practical assessment
- Make sure the learner umpire understands the steps needed to improve their performance
- Encourage the learner umpire to continue training with a view to being reassessed in the future
- Tell the learner umpire that the recommended minimum period before they can retake the practical assessment is three calendar months from the date of the NYMC: however, the assessors can advise the learner umpire that they can do it earlier, if they consider it appropriate

### **6.2 Talent Identified Umpires**

If the assessors all agree that the learner umpire is a talent identified umpire, for example; has the ability to be progressed more quickly through the Umpire Pathway, this should be discussed with the Member Country Assessment Organiser to agree the steps to be taken to help the talented umpire progress quickly. The Member Country Assessment Organiser must inform the Europe Netball Director of Officiating within 7 days of the practical assessment, of the name of the umpire and the actions being put in place to progress the umpire more quickly.

## **7. Paperwork/Finance – all awards**

### **7.1 Paperwork/Results**

The Learner Assessment Report Form (LARFs) (see template in Appendix B) must be returned to the Assessment Organiser within one week of the practical assessment.

The Assessment Organiser records the result as directed by the Member Country and sends it to the appropriate personnel responsible within the agreed time-frames for that Member Country.

Pass certificates/badges will be distributed to the learner umpires according to the organisation of the Member Country.

Up-to-date records of qualified umpires must be made available to other Member Countries if requested (while following the Member Country's data protection guidelines) e.g. when validating an umpire qualification if they have moved to a new country and intend to umpire within that Member Country.

## **7.2 Finance**

All learner umpire practical assessment fees must be charged according to the organisation of the Member Country.

All assessor fees and expenses must be agreed and paid as specified by the Member Country

## **8. On-going recognition as a Europe Netball umpire**

Currently, Europe Netball does not have a formal reassessment/endorsement process for 'C' or 'B' award umpires. However, umpires may be guided by their Member Country for direction and support.

An 'A' award umpire may retain recognition by applying for reassessment. This application must be submitted prior to the four-year expiry of their award. Recognition re-assessments must be carried out according to the organisation of the Member Country. Following a successful reassessment, the umpire's recognition is confirmed and will be considered 'current' for four years from the date of passing the reassessment.

