



UMPIRE COACH LOGBOOK

COACH DETAILS

Name: _____

Address: _____

E-mail Address: _____

Telephone Number: _____

Mobile Number: _____

Fax Number: _____

Umpire Coach Accreditation:

Level 1

Level 2

Level 3

Umpire Coach Registration Number: _____

Date of Registration: _____

CONTENTS:

SECTION ONE	Records representing the coaching of individuals (3 records per person)
SECTION TWO	Records representing the coaching of groups. (3 records per person)
SECTION THREE	Records of seminars, presentations and conferences.
SECTION FOUR	Assessment Information (working with other coaches)
SECTION FIVE	Umpire Performance Feedback Reports

HOW TO GET THE BEST OUT OF YOUR LOGBOOK

This Logbook is designed to make your record keeping as easy and as informative as possible.

There are four sections to file your coaching activities. It is important to your success as a coach and to the development and progress of the umpires you work with, to keep thorough records of all of your coaching related activity.

- **Section One** is to record all activities involving the coaching of **individuals**. These include your work with umpires in an assessment and guidance capacity. Use forms A, B & C for each session.
- **Section Two** is to record all activities involving the coaching of **groups**. These include classroom sessions, presentations or Course based activities. Use forms A, B & C for each session.
- **Section Three** is to record information pertaining to **Seminars & Conferences** that you attend or present at.
- **Section Four** is to record your activities involving **assessment** (of coaches).
Note: The Assessment requirement is specific to the assessment of candidate coaches.
- **Section Five** is for 'one-off' performance reports (assessments of umpires)
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In Sections 1-5, there are a minimum of **three** copies of the master record document. You will need to photocopy / duplicate these document as per your own requirements (i.e. you may need twenty copies of the individual coaching record sheet; it depends entirely upon your level of activity).

You may prefer to keep your coaching records on your PC. It is also possible that you would prefer to use an alternative layout to the master documents provided. This is perfectly acceptable. How you store / record your records is entirely your choice. This logbook is offered as an example and is intended to identify the basic requirements only. Note that when you are assessed as a coach, your coaching records will be required by your assessor. The records **MUST** contain:

- ❶ Detail of your objectives
- ❷ Evaluation of your coaching made by the umpires you coach
- ❸ Self-evaluation records

England Hockey may require you to submit your logbook for examination once every five years. This is a part of the re-registration process. Level One Coach Logbooks are usually considered by the County Associations, Level Two by the Regional Associations and Level Three by the National Association.

SECTION ONE

RECORDS REPRESENTING **INDIVIDUAL** COACHING

Use forms A, B and C for each session

You have 3 copies of each enclosed – if you are keeping your records as a hard copy, please photocopy the pages as you need more. If you are keeping records on your PC, please copy and paste as you require.

INDIVIDUAL COACHING

Use this form to record the details of each occasion that you work with an **individual** umpire.

Name of Umpire: _____

Match / Event: _____

Venue & Date: _____

Umpires' Objectives:

Outline 3 of the key objectives as identified by the umpire prior to the match / session

1.

2.

3.

Key points to discuss with the umpire:

Outline your key points to discuss with the umpire - strengths and areas to work on. (Based on the Performance Report - see next page)

Summary of the umpires' performance:

Signature of Coach: _____

INDIVIDUAL COACHING PERFORMANCE ASSESSMENT REPORT

Use this form to record information / detail of the umpires' performance during the match / session. Be concise and clear. Give the umpire a copy of the report.

Name of umpire: _____

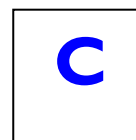
Match/event: _____

Date & venue: _____

Preparation (arrival time, pitch checks, pre-match chat, warm-up)
Presentation (kit & eqpt., variation of whistle tone, body language, signals etc.)
Positioning & Mobility (ability to read the game and position accordingly, set-piece positioning)
Co-operation & Communication (with colleague & with players - assistance, eye contact, rapport etc.)
Control (methods of - including whistle tone, upgrading / reversal of penalties, use of warning cards, captains, speed of response, recognition of intent & frustration v dissent, etc.)
Decisions & correct penalties (dangerous play, injury, misconduct, off the ball, intent, obstruction, tackling, application of the 5 metres Rule, raised ball etc.)
Summary of performance

Name of Coach:	Signature of Coach:
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INDIVIDUAL COACHING - PERSONAL EVALUATION



Use this form to record details of your evaluation of your coaching performance

My Objectives:

- 1.
- 2.
- 3.

My Achievements:	YES	NO
1. Did I ask open- ended questions?	<input type="checkbox"/>	<input type="checkbox"/>
2. Did the umpire have more than 60% of the talking?	<input type="checkbox"/>	<input type="checkbox"/>
3. Did I offer constructive and concise solutions?	<input type="checkbox"/>	<input type="checkbox"/>
4. Did the umpire go away happy with my coaching?	<input type="checkbox"/>	<input type="checkbox"/>
5. Did the umpire give me feedback re my coaching? (If so record it in the other information section below)	<input type="checkbox"/>	<input type="checkbox"/>

Other information:

Areas to work on:

INDIVIDUAL COACHING

Use this form to record the details of each occasion that you work with an **individual** umpire.

Name of Umpire: _____

Match / Event: _____

Venue & Date: _____

Umpires' Objectives:

Outline 3 of the key objectives as identified by the umpire prior to the match / session

1.

2.

3.

Key points to discuss with the umpire:

Outline your key points to discuss with the umpire - strengths and areas to work on. (Based on the Performance Report - see next page)

Summary of the umpires' performance:

Signature of Coach: _____

INDIVIDUAL COACHING PERFORMANCE ASSESSMENT REPORT

B

Use this form to record information / detail of the umpires' performance during the match / session. Be concise and clear. Give the umpire a copy of the report.

Name of umpire: _____

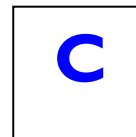
Match/event: _____

Date & venue: _____

Preparation (arrival time, pitch checks, pre-match chat, warm-up)
Presentation (kit & eqpt., variation of whistle tone, body language, signals etc.)
Positioning & Mobility (ability to read the game and position accordingly, set-piece positioning)
Co-operation & Communication (with colleague & with players - assistance, eye contact, rapport etc.)
Control (methods of - including whistle tone, upgrading / reversal of penalties, use of warning cards, captains, speed of response, recognition of intent & frustration v dissent, etc.)
Decisions & correct penalties (dangerous play, injury, misconduct, off the ball, intent, obstruction, tackling, application of the 5 metres Rule, raised ball etc.)
Summary of performance

Name of Coach: _____ **Signature of Coach:** _____

INDIVIDUAL COACHING - PERSONAL EVALUATION



Use this form to record details of your evaluation of your coaching performance

My Objectives:

- 1.
- 2.
- 3.

My Achievements:	YES	NO
1. Did I ask open- ended questions?	<input type="checkbox"/>	<input type="checkbox"/>
2. Did the umpire have more than 60% of the talking?	<input type="checkbox"/>	<input type="checkbox"/>
3. Did I offer constructive and concise solutions?	<input type="checkbox"/>	<input type="checkbox"/>
4. Did the umpire go away happy with my coaching?	<input type="checkbox"/>	<input type="checkbox"/>
5. Did the umpire give me feedback re my coaching? (If so record it in the other information section below)	<input type="checkbox"/>	<input type="checkbox"/>

Other information:

Areas to work on:

INDIVIDUAL COACHING

Use this form to record the details of each occasion that you work with an **individual** umpire.

Name of Umpire: _____

Match / Event: _____

Venue & Date: _____

Umpires' Objectives:

Outline 3 of the key objectives as identified by the umpire prior to the match / session

1.

2.

3.

Key points to discuss with the umpire:

Outline your key points to discuss with the umpire - strengths and areas to work on. (Based on the Performance Report - see next page)

Summary of the umpires' performance:

Signature of Coach: _____

INDIVIDUAL COACHING PERFORMANCE ASSESSMENT REPORT

Use this form to record information / detail of the umpires' performance during the match / session. Be concise and clear. Give the umpire a copy of the report.

Name of umpire: _____

Match/event: _____

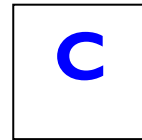
Date & venue: _____

Preparation (arrival time, pitch checks, pre-match chat, warm-up)
Presentation (kit & eqpt., variation of whistle tone, body language, signals etc.)
Positioning & Mobility (ability to read the game and position accordingly, set-piece positioning)
Co-operation & Communication (with colleague & with players - assistance, eye contact, rapport etc.)
Control (methods of - including whistle tone, upgrading / reversal of penalties, use of warning cards, captains, speed of response, recognition of intent & frustration v dissent, etc.)
Decisions & correct penalties (dangerous play, injury, misconduct, off the ball, intent, obstruction, tackling, application of the 5 metres Rule, raised ball etc.)
Summary of performance

Name of Coach:

Signature of Coach:

INDIVIDUAL COACHING - PERSONAL EVALUATION



Use this form to record details of your evaluation of your coaching performance

My Objectives:

- 1.
- 2.
- 3.

My Achievements:	YES	NO
1. Did I ask open- ended questions?	<input type="checkbox"/>	<input type="checkbox"/>
2. Did the umpire have more than 60% of the talking?	<input type="checkbox"/>	<input type="checkbox"/>
3. Did I offer constructive and concise solutions?	<input type="checkbox"/>	<input type="checkbox"/>
4. Did the umpire go away happy with my coaching?	<input type="checkbox"/>	<input type="checkbox"/>
5. Did the umpire give me feedback re my coaching? (If so record it in the other information section below)	<input type="checkbox"/>	<input type="checkbox"/>

Other information:

Areas to work on:

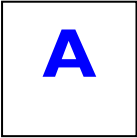
SECTION TWO

RECORDS REPRESENTING **GROUP** COACHING

Use forms A, B and C for each session

You have 3 copies of each enclosed

GROUP COACHING



Use this form together with B & C to record information re the coaching of a group of umpires either in a classroom (i.e. at a course) or at an event (i.e. a tournament).

Number of umpires in the group:	_____
Name & accreditation of umpires: (If 5 or less in number)	_____ _____ _____ _____ _____
Type of course / event:	_____
Venue & Date:	_____

My key objectives:

- 1.
- 2.
- 3.

Key areas to discuss: (use the reverse side of form if extra space required)

GROUP COACHING

Use this form to record your observations of the performance of individual umpires you are coaching during an event (i.e. at a tournament). Note it is important that this information is shared with / communicated to the umpire either immediately after the game or later via post, e-mail etc. Use the reverse side of the form if more space is required.

Name of umpire: _____

Name of event / tournament: _____

Venue & Date: _____

Performance Observations: (record 3 areas of good performance)

1.

2.

3.

Performance Observations:

(Record 3 areas that the umpire needs to work on / think about. Site definitive examples and provide constructive guidance as to how to effect improvement)

1.

2.

3.

Name of Coach:

Signature of coach:

GROUP COACHING - PERSONAL EVALUATION

C

Use this form to record your **evaluation of yourself** while working with a group of umpires.

Number of umpires in the group: _____

Name of event / tournament: _____

Venue & Date: _____

My key objectives:

1.

2.

3.

My Achievements:

YES

NO

1. Did I keep to my time schedule?

2. Was the session sufficiently inter-active?

3. Did I offer constructive answers and solutions?

4. Did the umpires go away happy with my coaching?

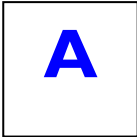
5. Did the umpires give me feedback re my coaching?

(Use the feedback section below.)

Feedback from umpires:

Areas to work on:

GROUP COACHING



Use this form together with B & C to record information re the coaching of a group of umpires either in a classroom (i.e. at a course) or at an event (i.e. a tournament).

Number of umpires in the group:	_____
Name & accreditation of umpires: (If 5 or less in number)	_____ _____ _____ _____ _____ _____
Type of course / event:	_____
Venue & Date:	_____

My key objectives:

- 1.
- 2.
- 3.

Key areas to discuss: (use the reverse side of form if extra space required)

GROUP COACHING

Use this form to record your observations of the performance of individual umpires you are coaching during an event (i.e. at a tournament). Note it is important that this information is shared with / communicated to the umpire either immediately after the game or later via post, e-mail etc. Use the reverse side of the form if more space is required.

Name of umpire: _____

Name of event / tournament: _____

Venue & Date: _____

Performance Observations: (record 3 areas of good performance)

1.

2.

3.

Performance Observations:

(Record 3 areas that the umpire needs to work on / think about. Site definitive examples and provide constructive guidance as to how to effect improvement)

1.

2.

3.

Name of Coach:

Signature of coach:

GROUP COACHING - PERSONAL EVALUATION

Use this form to record your **evaluation of yourself** while working with a group of umpires.

Number of umpires in the group:	_____
Name of event / tournament:	_____
Venue & Date:	_____

My key objectives:

- 1.
- 2.
- 3.

My Achievements:	YES	NO
1. Did I keep to my time schedule?	<input type="checkbox"/>	<input type="checkbox"/>
2. Was the session sufficiently inter-active?	<input type="checkbox"/>	<input type="checkbox"/>
3. Did I offer constructive answers and solutions?	<input type="checkbox"/>	<input type="checkbox"/>
4. Did the umpires go away happy with my coaching?	<input type="checkbox"/>	<input type="checkbox"/>
5. Did the umpires give me feedback re my coaching? (Use the feedback section below.)	<input type="checkbox"/>	<input type="checkbox"/>

Feedback from umpires:

Areas to work on:

GROUP COACHING

Use this form together with B & C to record information re the coaching of a group of umpires either in a classroom (i.e. at a course) or at an event (i.e. a tournament).

Number of umpires in the group:	_____
Name & accreditation of umpires: (If 5 or less in number)	_____ _____ _____ _____ _____ _____
Type of course / event:	_____
Venue & Date:	_____

My key objectives:

- 1.
- 2.
- 3.

Key areas to discuss: (use the reverse side of form if extra space required)

GROUP COACHING

Use this form to record your observations of the performance of individual umpires you are coaching during an event (i.e. at a tournament). Note it is important that this information is shared with / communicated to the umpire either immediately after the game or later via post, e-mail etc. Use the reverse side of the form if more space is required.

Name of umpire: _____

Name of event / tournament: _____

Venue & Date: _____

Performance Observations: (record 3 areas of good performance)

1.

2.

3.

Performance Observations:

(Record 3 areas that the umpire needs to work on / think about. Site definitive examples and provide constructive guidance as to how to effect improvement)

1.

2.

3.

Name of Coach:

Signature of coach:

GROUP COACHING - PERSONAL EVALUATION

Use this form to record your **evaluation of yourself** while working with a group of umpires.

Number of umpires in the group:	_____
Name of event / tournament:	_____
Venue & Date:	_____

My key objectives:

- 1.
- 2.
- 3.

My Achievements:

	YES	NO
1. Did I keep to my time schedule?	<input type="checkbox"/>	<input type="checkbox"/>
2. Was the session sufficiently inter-active?	<input type="checkbox"/>	<input type="checkbox"/>
3. Did I offer constructive answers and solutions?	<input type="checkbox"/>	<input type="checkbox"/>
4. Did the umpires go away happy with my coaching?	<input type="checkbox"/>	<input type="checkbox"/>
5. Did the umpires give me feedback re my coaching? (Use the feedback section below.)	<input type="checkbox"/>	<input type="checkbox"/>

Feedback from umpires:

Areas to work on:

SECTION THREE

RECORDS OF SEMINARS, PRESENTATIONS & CONFERENCES

SEMINARS & CONFERENCES

Use this form to record information relating to any seminars or conferences you attend either as a delegate or as a presenter.

Name of seminar or conference:	_____
Date & venue:	_____
Attended as a delegate or a presenter:	_____

Details of key topics presented / discussed:
(Use reverse side of this form if necessary)

- 1.
- 2.
- 3.

Conclusions:
(Use reverse side of this form if necessary)

- 1.
- 2.
- 3.

SEMINARS & CONFERENCES

Use this form to record information relating to any seminars or conferences you attend either as a delegate or as a presenter.

Name of seminar or conference:	_____
Date & venue:	_____
Attended as a delegate or a presenter:	_____

Details of key topics presented / discussed: (Use reverse side of this form if necessary)
1.
2.
3.

Conclusions: (Use reverse side of this form if necessary)
1.
2.
3.

SEMINARS & CONFERENCES

Use this form to record information relating to any seminars or conferences you attend either as a delegate or as a presenter.

Name of seminar or conference:	_____
Date & venue:	_____
Attended as a delegate or a presenter:	_____

Details of key topics presented / discussed: (Use reverse side of this form if necessary)
1.
2.
3.

Conclusions: (Use reverse side of this form if necessary)
1.
2.
3.

SECTION FOUR

WORKING WITH / ALONGSIDE OTHER COACHES

WORKING WITH / ALONGSIDE OTHER COACHES

Name of other coach / coaches: _____

Date & Venue: _____

OBJECTIVES OF THE GROUP

1.

2.

3.

CONCLUSIONS OF THE GROUP

SELF EVALUATION OF YOUR COACHING WITHIN THE GROUP

If you need / opt to record further information, please use the reverse side of this form.

WORKING WITH / ALONGSIDE OTHER COACHES

Name of other coach / coaches: _____

Date & Venue: _____

OBJECTIVES OF THE GROUP

1.

2.

3.

CONCLUSIONS OF THE GROUP

SELF EVALUATION OF YOUR COACHING WITHIN THE GROUP

If you need / opt to record further information, please use the reverse side of this form.

WORKING WITH / ALONGSIDE OTHER COACHES

Name of other coach / coaches: _____

Date & Venue: _____

OBJECTIVES OF THE GROUP

1.

2.

3.

CONCLUSIONS OF THE GROUP

SELF EVALUATION OF YOUR COACHING WITHIN THE GROUP

If you need / opt to record further information, please use the reverse side of this form.

SECTION FIVE

UMPIRE PERFORMANCE FEEDBACK REPORTS

THIS LEVEL 1 UMPIRE PERFORMANCE FEEDBACK REPORT IS RECOMMENDED FOR ALL LEVEL 1 UMPIRE ASSESSMENTS – for candidates or accredited umpires.

LEVEL 1 UMPIRE ASSESSMENT			
Name:		(M/F)	Match:
Club:			County:
Date of birth:			Date of assessment::

COMMENT IN DETAIL

Decision making	
Management	
Advantage	
Positioning & Mobility	
Summary	
ACTION PLAN	

FITNESS

CURRENT GRADE

RESULT OF ASSESSMENT

Good		EH Level 1 Umpire		Umpiring above current grade	
Satisfactory		EH Level 1 Candidate Umpire		Umpiring to current grade	
Poor		EH Foundation Umpire		Not umpiring to current grade	

NAME OF ASSESSOR

COUNTY

SIGNATURE & DATE

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LEVEL 2 UMPIRE ASSESSMENT				E.H. ID No:			
Name:			(M/F)	Match / Tournament:			
Region:				Location:			
Date of birth:		Date of assessment:			No of matches:		

COMMENT IN DETAIL

Decision making	Are decisions accurate and consistent? If this is not the case, then the method needs to be examined - positioning; reading, knowledge and understanding of the game.
Management	This would cover all control issues and management skills – use of cards, rapport and communication with the players, feeling for the game, pro-active/preventative actions, whether the players understand and accept what the umpire is doing, how they use their whistle/signals and co-operation/working together between umpires.
Flow and Timing	How well does the game flow, appreciation and application of advantage, does the umpire know when to blow and when not to.
Presentation	This section is linked to the management and is for comments on the impression of the overall package and how this comes across, including selling of ‘big’ decisions, use of body language etc.
Summary	To be used to comment on the overall performance during the match or tournament.
ACTION PLAN	What needs to be worked on (with possible solutions to problem areas), improved and practiced for the next match / tournament / assessment in order that the umpire can develop and progress.

FITNESS

CURRENT GRADE

RESULT OF ASSESSMENT

Good		EH Level 2 Umpire		Umpiring above current grade	
Satisfactory		EH Level 2 Candidate Umpire		Umpiring to current grade	
Poor		EH Level 1 Umpire		Not umpiring to current grade	

NAME OF ASSESSOR

REGION

SIGNATURE & DATE

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LEVEL 2 UMPIRE ASSESSMENT				E.H. ID No:			
Name:			(M/F)	Match / Tournament:			
Region:				Location:			
Date of birth:		Date of assessment:			No of matches:		

COMMENT IN DETAIL

Decision making	Are decisions accurate and consistent? If this is not the case, then the method needs to be examined - positioning; reading, knowledge and understanding of the game.
Management	This would cover all control issues and management skills – use of cards, rapport and communication with the players, feeling for the game, pro-active/preventative actions, whether the players understand and accept what the umpire is doing, how they use their whistle/signals and co-operation/working together between umpires.
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FITNESS

CURRENT GRADE

RESULT OF ASSESSMENT

Good		EH Level 2 Umpire		Umpiring above current grade	
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NAME OF ASSESSOR

REGION

SIGNATURE & DATE

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LEVEL 2 UMPIRE ASSESSMENT				E.H. ID No:			
Name:			(M/F)	Match / Tournament:			
Region:				Location:			
Date of birth:		Date of assessment:			No of matches:		

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FITNESS

CURRENT GRADE

RESULT OF ASSESSMENT

Good		EH Level 2 Umpire		Umpiring above current grade	
Satisfactory		EH Level 2 Candidate Umpire		Umpiring to current grade	
Poor		EH Level 1 Umpire		Not umpiring to current grade	

NAME OF ASSESSOR

REGION

SIGNATURE & DATE

--	--	--

LEVEL 2 UMPIRE ASSESSMENT				E.H. ID No:			
Name:			(M/F)	Match / Tournament:			
Region:				Location:			
Date of birth:		Date of assessment:			No of matches:		

COMMENT IN DETAIL

Decision making	Are decisions accurate and consistent? If this is not the case, then the method needs to be examined - positioning; reading, knowledge and understanding of the game.
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FITNESS

CURRENT GRADE

RESULT OF ASSESSMENT

Good		EH Level 2 Umpire		Umpiring above current grade	
Satisfactory		EH Level 2 Candidate Umpire		Umpiring to current grade	
Poor		EH Level 1 Umpire		Not umpiring to current grade	

NAME OF ASSESSOR

REGION

SIGNATURE & DATE

--	--	--

LEVEL 2 UMPIRE ASSESSMENT				E.H. ID No:			
Name:			(M/F)	Match / Tournament:			
Region:				Location:			
Date of birth:		Date of assessment:			No of matches:		

COMMENT IN DETAIL

Decision making	Are decisions accurate and consistent? If this is not the case, then the method needs to be examined - positioning; reading, knowledge and understanding of the game.
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FITNESS

CURRENT GRADE

RESULT OF ASSESSMENT

Good		EH Level 2 Umpire		Umpiring above current grade	
Satisfactory		EH Level 2 Candidate Umpire		Umpiring to current grade	
Poor		EH Level 1 Umpire		Not umpiring to current grade	

NAME OF ASSESSOR

REGION

SIGNATURE & DATE

--	--	--

