

UMPIRE COACHING

AWARDS & ASSESSMENT GUIDE

England Hockey

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(To confirm accreditation can be issued - for Assessor use only)

CANDIDATE UMPIRE COACH REGISTRATION FORM

(For Levels 1 and 2 candidates only)

Section A of this form is to be completed by the **candidate**. All areas must be completed. **Section B** is to be completed by the County Umpiring Association or the Hockey Development Officer. Upon completion, it is to be e-mailed or faxed to the Development Dept. at England Hockey (address as below).

SECTION A

PLEASE PROVIDE REQUIRED INFORMATION IN **CAPITAL** LETTERS - to be completed by the candidate.

FIRST NAME OF CANDIDATE UMPIRE COACH: _____

SURNAME _____

ADDRESS _____

COUNTY: _____ POSTCODE: _____

TEL NUMBER: _____ (h) _____ (m)

E-MAIL ADDRESS: _____

DATE OF BIRTH: _____ ETHNIC ORIGIN: _____

CANDIDATE TO BE REGISTERED AS CANDIDATE LEVEL 1 2 (please circle)

PLEASE ENTER A IF YOU REQUIRE A COPY OF THE UMPIRE COACHES LOGBOOK

All candidates who are new to the Awards **MUST** have a log of their coaching for assessment purposes. (If you are already accredited at a lower level, you should already have one)

SECTION B - TO BE COMPLETED BY THE HUA/HDO

FULL NAME:

E-MAIL ADDRESS:

SIGNATURE:
.....

OFFICE USE ONLY

Received by:	Date registered on database:
Signature:	Registration Number:

E-mail completed form to umpiring@englandhockey.org or fax to **01628-897544**



CANDIDATE LEVEL 3 UMPIRE COACH REGISTRATION FORM

Section A of this form is to be completed by the **candidate**. All areas must be completed.

Section B is to be completed by the Umpires Association or the Hockey Development Officer.

Upon completion, it is to be e-mailed or faxed to the Development Dept. at England Hockey (address as below) and the NPUA (david.lane@teksolutions.ltd.uk).

SECTION A PLEASE PROVIDE REQUIRED INFORMATION IN **CAPITAL** LETTERS - to be completed by the candidate.

FIRST NAME OF CANDIDATE UMPIRE COACH: _____

SURNAME _____

ADDRESS _____

COUNTY: _____ POSTCODE: _____

TEL NUMBER: _____ (h) _____ (m)

E-MAIL ADDRESS: _____

DATE OF BIRTH: _____ ETHNIC ORIGIN: _____

PLEASE ENTER A IF YOU REQUIRE A COPY OF THE UMPIRE COACHES LOGBOOK

All candidates who are new to the Awards MUST have a log of their coaching for assessment purposes. (If you are already accredited at a lower level, you should already have one)

SECTION B - TO BE COMPLETED BY THE HUA/HDO

FULL NAME: _____ E-MAIL ADDRESS: _____

SIGNATURE: _____
.....

OFFICE USE ONLY

Received by:	Date registered on database:
Signature:	Registration Number:

E-mail completed form umpiring@englandhockey.org and secretary@npua.co.uk

LEVEL 1 UMPIRE COACH AWARD

This England Hockey Award is an introductory accreditation aimed at those who wish to become involved in developing Level 1 Umpires within a local club / county environment.

The Level 1 Umpire Coach will be able to:

1. Introduce umpiring to beginners of all ages, individually and groups.
2. Coach umpires within the club / county environment.
3. Use own knowledge and experience to help umpires improve their performance.
4. Observe, assess, and provide verbal and written feedback to umpires, to help improve their performance.
5. Raise the umpire's awareness of the national umpiring structure and help them to realise the assistance available through the umpire coaching structure.

Registration:

Any candidate wishing to gain the Level 1 Umpire Coach Award should be a Level 1 (or above) Umpire and be nominated by a club or any Umpiring Association. A CV of any relevant experiences must be submitted with the Candidate Registration Form (see attached) to England Hockey. On receipt of the Candidate Registration Form, England Hockey will send the candidate an Umpire Coaches Logbook (hard copy or e-mail), a Coaches Performance Reports Book and an invoice representing the Candidate registration Fee (£25.00).

Assessment:

To become a Level 1 Umpire Coach the following assessment will have been successfully completed:

- Attend a coach assessment at a club or county event as agreed with the County Umpiring Association or Hockey Development Officer.
- Coach umpires (Level 1 or above) while under the supervision of an **appointed assessor** (Level 2 or Level 3 Umpire Coach). This coaching shall be with two or more umpires.
- Produce (within 7 days of the event) for the umpires and the appointed Assessor, brief written coaching notes for all umpires being coached.
- Produce a logbook recording all coaching activity. Present the logbook to assessor in advance of the assessment.

Maintaining the Award:

Accredited Level 1 Umpire Coaches are required to apply for re-registration every 5 years by:

1. Demonstrating an on-going involvement in coaching appropriate to Level 1 and by keeping a logbook of all related work. The logbook shall be produced for verification whenever required by an authorised representative of an appropriate association or committee.
2. Attending a refresher seminar at least once every 5 years.

LEVEL 2 UMPIRE COACH AWARD

This England Hockey Award is aimed at those who are interested in and committed to improving the skills and performance of Level 2 Umpires. In addition, it offers the opportunity to extend the coaching experience and to acquire the skills required to help mentor and / or assess candidate Level 1 Umpire Coaches.

The Level 2 Umpire Coach will be able to:

1. Coach umpires up to and including those officiating at regional level (Level 2).
2. Use own knowledge and experience to help umpires improve their performance.
3. Observe, assess, and provide verbal and written feedback to umpires, to help improve their performance.
4. Raise the umpire's awareness of the national umpiring structure and help them to realise the assistance available through the umpire coaching structure.
5. Plan, organise, assess and provide feedback to umpires to correct errors and improve their performance.
6. Mentor and possibly assess Level 1 Umpire Coaches.

Registration:

Any candidate wishing to gain the Level 2 Umpire Coach Award should be either, a Level 2 (or above) Umpire or be supported by any Umpiring Association. A CV of any relevant coaching experience must be submitted with the Candidate Registration Form (see attached) to England Hockey. On receipt of the Candidate Registration Form, England Hockey will send the candidate an Umpire Coaches Logbook (hard copy or via e-mail), a Coaches Performance Reports Book and an invoice representing the Candidate Registration Fee (£25.00).

Assessment:

To become a Level 2 Umpire Coach the following assessment will have been successfully completed:

- Attend a coach assessment at a regional event as agreed with the Regional Umpiring Association.
- Coach Level 2 or above umpires of two matches under the supervision of an **appointed assessor** (accredited Assessor or Level 3 Umpire Coach) and provide verbal feedback after each coaching.
- Produce (within 7 days of the event) for the umpires and the appointed Assessor, brief written coaching notes for all umpires being coached.
- Produce a logbook recording all coaching activity. Present the logbook to the Assessor in advance of the assessment.

Maintaining the Award:

Accredited Level 2 Umpire Coaches will be required to apply for re-registration every 5 years by:

1. Demonstrating on-going involvement in coaching appropriate to Level 2 and by keeping a logbook of all related work. The logbook is to be produced for verification whenever required by an authorised representative of an appropriate association or committee.
2. Attending a refresher seminar at least once every 5 years.

LEVEL 3 UMPIRE COACH AWARD

The England Hockey Level 3 Umpire Coach Award is aimed at Umpire Coaches who are interested, committed and capable of improving the skills and performance of umpires up to and including those operating within the National Programme (i.e. Level 3 and above Umpires). The Award offers candidates the opportunity to further their own coaching knowledge, experience and performance and, to work with and assist in the development of other umpire coaches. Candidates will have acquired a detailed knowledge of hockey, hockey umpiring, coach education and modern trends in all areas.

The Level 3 Umpire Coach will be able to:

1. Coach umpires up to and including those officiating in the National Programme (121 and in a tournament environment).
2. Use own knowledge and experience to help umpires improve their performance.
3. Have a thorough understanding of current playing, umpiring and coaching styles and performance standards at national level.
4. Observe, assess and provide objective feedback to umpires enabling them to correct their errors and improve their performance.
5. Be a good communicator with very good listening and questioning skills.
6. Be a good motivator.
7. Appropriately use a variety of coaching skills, strategies and styles.
8. Plan and organise appropriate training programmes for individual umpires, groups of umpires and umpire coaches.
9. Mentor and assess Level 1 and 2 Umpire Coaches and assist in the training of other umpire coaches.

Qualifying Criteria & Registration Process:

Candidates wishing to gain the Level 3 Umpire Coach should be either an England Hockey Level 3 Umpire **and** supported by the NPUA **or** be a Level 2 Umpire Coach and be supported by a Regional Umpiring Association. Additionally they shall be in possession of an England Hockey Enhanced Criminal Records Bureau (CRB) check.

A CV of all relevant coaching skills and experiences **must** be submitted with the Candidate Registration Form. The Coaching CV together with the Candidate Registration Form is to be emailed or posted / faxed to England Hockey **and** to the Coaching Development Manager of the NPUA (via the NPUA Secretary). On receipt of the documents, the NPUA Coaching Development Manager (CDM) will consider the CV and advise the Candidate of any action that may be required prior to beginning the assessment process.



GUIDANCE FOR ASSESSING LEVELS 1, 2 & 3 CANDIDATE UMPIRE COACHES

Assessment Area 1 - The logbook

The appointed Assessor is required to examine the coaching records in the candidate logbook. This is often an electronic record (stored on a PC). The candidate must send it to the appointed assessor. Evidence of working with individuals and groups is required in addition to records demonstrating self-evaluation and feedback from other coaches / umpires.

If the candidate fails to demonstrate sufficient recorded evidence, he / she will need to be advised accordingly and cannot be accredited.

Assessment Area 2 - While coaching one / two umpires at a match

The appointed Assessor of the Candidate Umpire Coach is required to confirm that the requirements listed below are evident and effective and appropriate to the umpires and the match.

If the candidate fails to demonstrate sufficient strength in each of these key areas, he / she will need to be advised accordingly and cannot be accredited.

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1. The candidate coach is required to discuss and confirm the coaching objectives of the umpire/s before the match. It is recommended that the Assessor either listen in on these discussions between the candidate and the umpire/s or if this is not possible, speak with the candidate prior to the match and ask him/her to repeat them.
 2. The candidate coach shall demonstrate to the Assessor and to the umpires a sound knowledge and understanding of their performance/s and the match itself. The feedback session should be supported by analysis that includes the identification of positive areas of performance and any areas that need improvement. Key areas needing improvement must be clearly identified and supported with a strategy to improve.
 3. The candidate should ask open-ended questions and encourage discussion and self- analysis throughout the feedback session.
 4. The candidate shall in summarising the content of the feedback advise the umpires of any / all recommended actions to assist them in their efforts to improve their performance/s. These recommendations must be discussed, agreed and understood by all parties.
 5. The candidate shall produce (within 7 days) a written report/s for the umpire/s (and copies for the Assessor). The report/s should reflect feedback session and the content shall be constructive and encouraging.

Note 1: Umpire Coach Candidates at all Levels (1, 2 and 3) are expected to demonstrate good inter personal and people management skills. Good communication is essential. If the appointed Assessor is not satisfied with this area of the candidate's performance, he/she is required to inform the Candidate accordingly and to recommend that the accreditation is not offered on this occasion.

Note 2: In all cases prior to completion of the assessment process the Assessor is required to provide the candidate with a detailed verbal evaluation of his/her performance. This evaluation shall include the reasons and the outcome of the assessment (i.e. pass/fail).

Assessment Area 3 - While presenting in a classroom to a group of umpires

NOTE: Assessment Area 3 is for **L3 Candidates only**. Levels 1 & 2 Candidates are not required to make a formal presentation to other coaches or umpires.

Until accredited, the candidate will be appointed alongside accredited Level 3 Umpire Coaches. He / she will not coach alone in the National Programme. The candidate will successfully complete the following:

1. Approval of the Candidate's CV (see registration above).
2. Individual Coaching

Coach a minimum of two umpires on a 'one to one' basis while they are umpiring in the National Programme. The coaching shall be in a practical environment and under the supervision of an NPUA Appointed Coach Assessor. The candidate will provide feedback to the umpires after each coaching. The feedback will be supported in writing in the form of an Umpire Coaching Report (UCR).

3. Group Coaching / Presentation

Be assessed under the supervision of an NPUA Appointed Coach Assessor while making a presentation or leading a workshop on a topic of their choice. It should be noted that any presentation or workshop must involve a minimum of three (3) Level 3 Umpires and arrangements and content must be approved by the NPUA CDM a minimum of 14 days in advance of the presentation.

The Assessment Process

The assessment will be based strictly in accordance with the published criteria and shall be available to the candidate at any time. There will be three (3) possible outcomes a) pass, b) re-take following short term action plan or c) return to region with long term action plan. It should be noted that a candidate can only be re-assessed once in any hockey season (September-May).

Maintaining the Award:

1. Accredited England Hockey Level 3 Umpire Coaches will from January 2009:
2. Be required to re-register every three years in accordance with England Hockey Safeguarding Policy.
3. Demonstrate an on-going involvement in coaching appropriate to Level 3 by keeping records / a logbook of all related work. The records / logbook is to be produced for verification whenever required by the NPUA or England Hockey.
4. Attend a national or international seminar or conference at least once every three years.
5. The NPUA may remove a coach from the Level 3 Umpire Coach Register, but the accreditation cannot be withdrawn. The circumstances under which a coach can be removed from the Register include retirement from coaching, no longer performing to the required standard, or for disciplinary reasons.

Further detail relating to the Level 3 Umpire Coach Award process is available from the NPUA website. Please see www.npu.co.uk

UMPIRE COACH REGISTRATION FORM

(THIS IS TO CONFIRM SUCCESSFUL ASSESSMENT AND REQUEST ACCREDITATION)

Section A of this form is to be completed by the **umpire coach**. All areas **must** be completed otherwise the accreditation cannot be issued. **Section B** is to be completed by the **Appointed Assessor**.

Upon completion, the form is to be e-mailed, posted or faxed to the Development Dept. at England Hockey (address as below). Confirmation of the accreditation and the Umpire Coach Registration Card will be sent to the Umpire Coach by England Hockey.

SECTION A PLEASE PROVIDE ALL INFORMATION IN CAPITAL LETTERS - to be completed by the coach.

FIRST NAME OF COACH _____ SURNAME _____

ADDRESS OF COACH _____

POSTCODE _____ COUNTY _____ REGION _____

TEL NUMBER: _____ (h) _____ (m)

E-MAIL ADDRESS: _____

DATE OF BIRTH: _____ ETHNIC ORIGIN: _____

AWARD TO BE ISSUED: 1 2 3

SIGNATURE: _____

SECTION B - APPOINTED ASSESSOR DETAILS

DATE OF PASS _____ NAME OF ASSESSOR _____

ADDRESS OF ASSESSOR _____

SIGNATURE _____

OFFICE USE ONLY

Received by:	Entered on database:
Date of accreditation:	Registration Number:

E-mail completed form to umpiring@englandhockey.org or send by fax to 01628-897544