

Level 1 Umpire Award

Good Practice Guidelines for
Counties & Course Organisers



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Introduction

This good practice document has been produced by the EH Umpiring Committee. The purpose of the document is to support and encourage counties and Level I Umpire Award Course Organisers to foster good practice and benefit from the knowledge of each others successes and tried and tested ideas.

The Level I Umpire Award Course is a national Award and it is delivered across England by a number of tutors and organisers of varying backgrounds and experience. Currently there is no formal assessment of tutors, but many are umpire coaches or experienced umpires and they know the value and importance of seeking feedback and evaluation on an ongoing basis. All Course Tutors are encouraged to ask candidates for feedback and to seek continual improvement.

In compiling this document, every county and registered course organiser was contacted and invited to report exactly how they advertise, promote, deliver and assess the candidates / courses. In addition, consideration was given to responsibilities stipulated within the Award e.g. maintenance of the County Level I Umpire Register, working with the local / Regional Hockey Development Manager / Hockey Development Officer etc.

We hope that you will find the content helpful and reassuring and where there are ideas that you could use to compliment activities in your county sports partnership / hockey umpires association, that you adopt them with confidence.

If you would like to make further recommendations or pilot new ideas that you think will be of benefit, please let us know.

Thank you.

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Level 1 Umpire Award

Everything you ever wanted to know about running a Level 1 Umpire Award Course

How would you prepare to run a Level 1 Course?

To prepare for running a Level 1 course, you need to consider the following:

Venue

Who could deliver your course?

How can you promote the course?

The key here is to be **proactive** in the process. Don't sit back and wait for clubs and individuals to come to you. Instead, go to them with your plans and offer them a service. A number of counties offer three or more Level 1 Courses annually. They are all planned and booked in advance and places are limited. They are organised by a variety of people / groups ranging from the HUA Level 1 Coordinator or the HUA Development Officer to the County Sports Partnership (CSP- Hockey Activator/Development Officer).

If Courses are promoted effectively, all places will be taken and if working in **partnership** with the County HA, the Hockey Activators / Officers and the regional offices, the clubs are kept fully informed and better links and understanding develop as a result.

What kind of venue could you use?

You can run courses at:

- Club houses
- Schools or universities
- Local sports centres

A large number of counties run courses at venues that come without cost. The organisers ask the clubs or schools to make the facility available to them in return for complimentary or subsidised places on the Course.

Who could deliver the Course?

Each county / HUA is responsible for deciding who can tutor courses and in many counties there is a list of suitably qualified experienced personnel. It's recommended to do this because a) it allows the county to measure workload and level of commitment and, b) it gives the tutor credibility and access to other areas of support e.g. eligibility for further training.

Tutors could be:

Qualified / aspiring Level 1, 2 and 3 umpire coaches

Qualified / aspiring Level 2 umpires

Experienced umpires managers, assessors or selectors

Suitably experienced player coaches

Suitably experienced Level 1 Coordinators or Hockey Activators / Officers

How do you register the Course?

All Course Organisers are required to complete a Course Registration Form and send it to their local hockey office (regional office). To find the Course Registration Form quickly follow this link:

[http://www.englishockey.co.uk/core_files/fileDownload\(92\).doc](http://www.englishockey.co.uk/core_files/fileDownload(92).doc)

All Courses must be registered a minimum of 28 days in advance.

The regional office is responsible for confirming the use of tutor, venue, number of people etc and then signs off form before faxing it to the EH office who will arrange the despatch of the resources and invoice (if payment not made in advance).

Payment can be made by credit card or cheque.

How can you promote the Course?

- Advertising with clubs using posters and e-mails
- Advertise in local press
- Via local contacts with the clubs
- Circulars to the clubs during the season
- Via EH region and Sports Forums
- With the clubs via the Hockey Association
- Via the Level Co-ordinator within the county
- On University web sites
- Flyers/leaflets
- In the County Handbook
- In regular newsletters with umpiring news

What materials do you need to run the LI Course?

To run a Level I Course you will need the following:

- The Level I Umpire Resource Pack for Tutors - from EH (free)
- An OHP or LCD Projector & laptop
- Handouts for candidates to take away
- Video equipment
- Flipcharts / whiteboards
- Award Resources for Candidates - from EH. For the pack price see www.englishhockey.co.uk

TOP TIP

Any / all of the above can be used to deliver the LI Course depending on location/availability and facilities.

What format can you use for your Level I Course?

The Course is split into 4 main areas:

Part 1 – Presentation
Part 2 – Theory Paper
Practice Games
Final Assessment game

Part 1 Presentation

Presentation can be run on one or two evenings.
Presentation can be run as part of a whole day course

Part 2 Theory Paper

- Paper can be run on one evening for two hours
- Paper can be run as part of a whole day course
- Paper can be marked on the night/day by candidates exchanging papers
- Paper can be marked with candidates after the exam
- Paper can be marked at the end of the week of the exam.
- Paper can be marked by the tutor during the exam session while other candidates are completing their papers.

TOP TIPS

- Match record cards can be handed out after the theory paper to save on administration.
- Umpire Associations can encourage candidates to join their association, highlighting the benefits in particular insurance cover.
- Insurance taken out by EH from Perkins Slade can be offered.

Part 3 Practice Games

There are a number opportunities that can be used for candidate umpires as follows:

- Midweek Men's veterans games
- Friendly & development games via clubs
- Lowest level of league game to allow umpires to build up confidence
- Appropriate youth hockey games
- Summer league games
- League game for the third practice game
- Senior Level County games (boys/girls U16-U18)

TOP TIPS

- These games can be used to provide coaching for the LI candidates
- Candidates can umpire games at other clubs in the county
- LI candidates can be allocated a mentor to support their umpiring development (resources permitting)
- The telephone numbers of team captains can be provided for candidate umpires to offer their umpiring services for friendly and development games.

Part 4 Final Assessment Game

There are a number of opportunities that can be used for the final LI Assessment game as follows:

- League games
- Early round Cup games
- Assessment days/weekends for LI candidates
- Senior Level county games (boys/girls – U16-U18)
- Club Tournaments

TOP TIPS

- Interactive sessions where candidate participation is encouraged works best for parts 1-3 of the course
- Candidates arrange and request their assessment game via county/LI coordinator when they are ready to be assessed.
- Signed match records cards should be returned to the LI Coordinator/County rep for registration with EH who will add the umpire to the National register.

How much should you charge to run a LI Course?

Costs for running the LI course can range from £20 to £45 for a Level 1 Course
Costs can range from £5-£18 for U18 courses (ie Young Umpire Award and Foundation Umpire Awards).

TOP TIPS

- 1st year free HUA membership included as part of the course
- A refund/discount can be given to the successful LI Candidate on completion of the LI course (the amount of refund is up to the county/person running the course)

How often should you run a Course?

Courses can be run:

- At the request of clubs
- As part of an annual programme of umpire development in the county
- When there are a minimum number of LI candidates available See top tips for guidance

TOP TIPS

- Guidance - minimum number of candidates depends upon on size of the county. (Guidance for larger counties up to 30 people on a course at a time, with 2-3 courses a year. For smaller counties, 8-10 candidates per course
- If there are only a small number of candidates per club, put all of the candidates together from one club to make a course.
- Asking clubs/those requesting to be part of a Level 1 Course if it is really a course they want or just a refresher rules session can avoid arranging unnecessary theory sessions and reduce the fall out rate for LI courses.

What happens once the umpires are qualified?

Many counties keep their own database. It is valuable to do so as it can be used on an ongoing basis for a variety of umpiring, umpire coaching and training purposes. It also supports efforts to recruit members and develop future tutors or mentors.

How to keep an effective data record of the umpires and those who remain unqualified?

The easiest way to do this is on a PC. Use the ACCESS software as it's easy, transportable and very efficient.

In some counties, the LI Coordinator also administers the LI Register, ensuring umpire records are accurate and identifying those who are active and those who retire.

E-mail is the most commonly used form of communication used and many report that the database allows them to communicate Rules changes, Association Newsletters and much more.

When umpires retire, the county is required to confirm their name and address to England Hockey so as to keep the national database accurate.

What constitutes an 'Active' Umpire?

This varies from three to six matches per year depending on the County. England Hockey requires and recommends a minimum of three.

How do counties administer the register?

At the start of the season, the LI Coordinator informs England Hockey of how many LI Match record Cards they need (they are free). Having received the cards, the Coordinator then sends them out to all umpires on the register.

Many counties send only to those umpires who umpire only for their club, as they (the county HUA) is able to monitor the games of those who take appointments.

It is incumbent on the umpire to complete the card and return it to the LI Administrator or nominator person.

An alternative is to ask England Hockey for an electronic copy (sent by e-mail) and it is then forwarded to all umpires on the Administrators / Coordinators database and they are asked to keep it, record their games on it and then send it back at the end of the season. This appears to be a very sensible and time and cost-saving option.

What happens to the info on the cards?

The Administrator keeps a LI register updated annually. The information is used to advise Leagues of umpire status (if League rules state that an umpire must be on an active register to officiate), and is used for Association handbooks.

What happens if an umpire stops for a season and then wants to be re-instated?

The umpire should contact their local LI Administrator who will arrange for a new card to be sent to him/her. He/she should also then be put back on the active register.

Some counties like to do an assessment of the umpire before re-instating them but in most cases if the absence has been only one year (season) it shouldn't be necessary.

Contributors to the Level One Best Practice Document

This document was put together with the information provided by a number of counties/regions across England. England Hockey would like to take this opportunity to thank everyone for the information that they provided.

Our thanks go to the following contributors:

- Avon & Somerset HUA
- Berkshire HUA
- Cambridgeshire
- Derbyshire
- Essex
- Gloucestershire
- Hampshire HUA
- Jersey
- Lancashire WHA
- Leicestershire and Rutland HA
- Middlesex HUA
- Norfolk Hockey Umpires Association
- Northumberland
- Oxfordshire
- Somerset
- Surrey HUA

Other useful contacts

Don't forget that all areas have a Regional Development Manager (RDM) & Hockey Development Officer or Hockey Activator.

They have the resources and the expertise to help and support with Level 1 Umpire Courses.

Use their expertise.—let's all work together.

Their details can be found in the EH National Directory available from EH.

Go to www.englishhockey.co.uk for further details.