

WN Procedure

WN ITP Programme

This document outlines the process and requirements of the International Netball Umpire Award Testing Panel (ITP)/ITP Cadet role.

Acronyms:

CPD - Continuing Professional Development

FAQ – Frequently Asked Questions

ITID – International Talent Identified Umpires

ITP - International Netball Umpire Award Testing Panel

ITP Cadet - International Netball Umpire Award Testing Panel Cadet

ITPF - International Netball Umpire Award Testing Panel Forum

INUA - International Netball Umpire Award

IUA – International Umpire Awardee

IOM – International Officiating Manager

KPI - Key Performance Indicator

WN - World Netball

Umpires - Match Officials

OAP – Officiating Advisory Panel

OC – Officiating Coordinator

TD – Technical Delegate

UAP – Umpires Appointment Panel

Details of the role:

WN is responsible for establishing a structure for the testing of umpires for the International Netball Umpire Award (INUA) and the coaching of elite umpires (including those who show the potential to achieve the INUA in the future). To achieve this, a panel of international testers has been established, known as the International Netball Umpire Award Testing Panel (ITP). In addition, a system of ITP Cadets has been set up to widen those involved in identifying and training elite umpires and to provide a succession process for future ITP members.

Requirements of the role:

ITP – minimum of 2 with maximum 4 per Region. 2 or 3 year part time voluntary position – hours as required fulfilling the responsibilities

ITP Cadets – maximum of 2 per Region. 2 year part time voluntary position – hours as required fulfilling the responsibilities

Note: Candidates in one Region may be additionally or separately appointed to a role in another Region at the discretion of WN. This would usually only be the case where the quality and number of applicants would otherwise not be met.

Responsibilities of the role:

The ITP is responsible for maintaining and enhancing the standard of umpiring internationally according to any criteria and guidelines set by WN. These responsibilities include:

- screening and testing of candidates for the INUA, including any umpires who hold or have previously held the INUA
- reviewing, assessing and coaching of current IUAs appointed to international fixtures (including as part of the Umpires Appointment Panel (UAP) at WN events)
- coaching and development of international umpires (both current and potential)
- supporting newly appointed members of ITP and assisting with the accreditation pathway of ITP Cadets towards possible future ITP appointment
- Actively seeking and participating in National or Regional netball events as an umpire coach

Note: WN look to Regional Federations and WN Member Counties to provide suitable opportunities

- assessing the suitability of recommendations for ITID Status and appointment to the ITP Cadet role
- recommending and selecting umpires for international events
- providing input for the OAP when requested
- contributing to netWorld (WN on-line database) with pertinent data and information
- ensuring all data and information pertaining to international umpiring remains confidential
- achieving the specified KPIs (to be drafted)

The ITP Cadet is responsible for maintaining and enhancing the standard of umpiring internationally in collaboration with ITPs according to any criteria and guidelines set by WN. These responsibilities include:

- reviewing and assessing current IUAs appointed to international fixtures (including as part of the Umpires Appointment Panel (UAP) at WN events)
- coaching and development of international umpires (both current and potential)
- Actively seeking and participating in National or Regional netball events as an umpire coach

Note: WN look to Regional Federations and WN Member Countries to provide suitable opportunities

- assessing the suitability of recommendations for ITID Status and screening of candidates for the INUA including any umpires who hold or have previously held the INUA

Note: Although ITP Cadets cannot administer an INUA re-endorsement or test they can attend as an observer

- recommending and selecting umpires for international events (excluding ITP cadets who are active IUAs)
- providing input for the OAP when requested
- contributing to netWorld (WN on-line database) with pertinent data and information

Note: Although active IUAs who are ITP Cadets can input information they will not have access to all the match assessment and INUA test/re-endorsement information. Information concerning specific umpires can be requested from WN should it be needed to fulfil the role of an ITP Cadet

- ensuring all data and information pertaining to international umpiring remains confidential
- achieving the specified KPIs (to be drafted)

Prerequisites:

ITP

A person is eligible for appointment as an ITP if they meet at least one of the following criteria:

- Has held an INUA qualification and preferably officiated at a Netball World Cup or Commonwealth Games
- Has actively contributed as an ITP cadet and has completed a successful accreditation

Note: An active IUA is not eligible for appointment as ITP. Without meeting the 1st criteria, a successful term as an ITP cadet is required

ITP Cadet

A person is eligible for appointment as an ITP Cadet if they meet at least one of the following criteria:

- Has held or currently holds an INUA qualification
- Has significant and endorsed experience working with high performance officials at an elite level and is highly regarded in this role

Note: An active IUA is only eligible for appointment as ITP Cadet

Considerations in selection:

Professional

- demonstrates excellent knowledge of the Rules of Netball, associated Protocols and procedures;
- has proven umpiring experience at elite level;
- demonstrates the ability to assess, review and test umpires at elite international level, preferably through testing experience at international or at the highest national or regional levels;
- shows the ability to coach and train individual umpires and to conduct courses and seminars at elite international level;

Note: this is imperative and a corner stone of not only of the system but the proof of knowledge appropriate to the level required and the skills to impart that knowledge

- demonstrates experience in talent identification of umpires and prospective international testers;
- shows an ability and willingness to work and share knowledge within the framework, Regulations, Rules, Codes, Policies and Guidelines approved by WN.

Leadership

- provides leadership and takes responsibility for excellence in international umpiring standards;
- maintains high personal and professional standards and acts with integrity;
- drives for change and improvement;
- serves as a role model that other people want to follow.

Communication

- speaks and writes clearly and effectively in English;
- listens to others and exhibits interest in having two-way communication;
- tailors language, tone, style and format to match audience (including any from different cultures);
- within limits of confidentiality, is approachable and shows openness in sharing information and keeping people informed;
- has ability to use current technology to communicate and share pertinent information.

Teamwork

- works collaboratively with colleagues to achieve common goals;
- solicits input by genuinely valuing the ideas and expertise of others;
- is willing to learn from others;
- supports and acts in accordance with final group decision, even when such decision may not reflect own position;
- shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Judgement/Decision Making

- demonstrates ability to identify KPIs and assess performances accurately;
- demonstrates ability to provide clear, concise and constructive feedback and appropriate solutions for improvement;
- gathers relevant information before making a decision or proposing a course of action;
- makes tough decisions when necessary and within the scope of assigned responsibilities;
- safeguards confidentiality in all appropriate circumstances.

UAP:

When ITP and ITP Cadet are appointed to the UAP at an international event the following is expected, as per WN Events and Commercial Operations Manual:

- The UAP shall be represented by at least one of their panel members at each competition venue throughout the event and they will be the reference point for any problems that may arise in respect to umpiring
- The UAP shall have unrestricted access to the Field of Play and its surrounds
- The UAP report to the IOM and supervise the WN appointed event Match Officials (Umpires)

Responsibilities for this position include, but are not limited to:

Note: If a UAP Chair is appointed they would lead these activities

- Attendance at the pre-competition UAP meeting convened by the IOM (if present), with the TD in attendance (if appointed to an event)
- Convene the pre competition Match Officials (Umpires) meeting
- Should time permit, attend the following pre competition meetings (if occurring at an event) as an observer:
 - Team Managers meeting
 - Technical Officials Meeting
 - Pre-Competition Dress Rehearsal
- Attend briefings as required during the event
- Allocate Match Officials (Umpires) to matches based on performance. Match Officials (Umpires) appointed shall not be from the Member Countries participating in the match. Match Officials (Umpires) performance shall be assessed in accordance with the applicable criteria (refer to WN Procedure 'Coaching of Umpires on Rankings Games')
- Allocation of a reserve Match Official (Umpire) to each match
- Ensure that where a Match Official (Umpire) is allocated more than one game per day, there is a minimum of two hours' time lapse between the games
- Observe at least two quarters of each match where possible
- Finalise the Match Official (Umpire) appointments as soon as possible after the last match of each day and ensure that Match Officials (Umpires) and competition management are informed of the following day's allocation as

soon as is practical. This information should also be communicated to all the media for the next day's schedule

- Ensure WN Regulations and Protocols are adhered to
- Provide comments on performance against KPIs to the Match Officials (Umpires) and provide a post event report of the Match Official (Umpire) to WN (refer to 'WN match Assessment report form')
- Provide a post event report evaluating your experience at the event to WN (refer to 'WN UAP event report form')

Selecting Umpires for International events:

In terms of Umpire appointments being made by WN this will be completed as per the steps outlined in WN Officials Appointments - Selecting umpires for international events which includes an ITPF.

The ITPF is authorised by WN Board of Directors to conduct its business in accordance with the Terms of Reference as set out below. The Board of Directors may review these at any time and, when appropriate, revise in accordance with the changing requirements of WN. The ITP Forum will assist WN in achieving its appointment of Match Officials (Umpires) to international events as outlined in the International Umpiring Handbook.

1. Composition and Membership:

1.1. The ITPF shall consist of active ITP and ITP Cadets (who are not active IUAs) with the IOM always being a member.

1.2. The IOM will be the Chair.

1.3. The term of office for Forum members will be in line with their WN appointed status as an ITP and ITP Cadet.

2. Responsibilities

2.1. The Forum is responsible for advising WN, working with WN to select umpires from those recommended for appointment and as reserves for international matches, where WN Umpire Requests have been submitted.

3. Operating & Reporting procedure

- 3.1. Forum members must work within the framework, Regulations, Rules, Codes, Policies and Guidelines approved by WN, and comply at all times with WN Codes of Conduct.
- 3.2. The Forum will be required to operate according to procedures that are agreed and documented for the selection of umpires which are approved by the Board of Directors.
- 3.3. Discussions and decisions taken by the Forum must be documented and happen in a transparent and efficient way via the appropriate means of communication, in accordance with any deadlines set by the IOM, CEO and/or Board.
- 3.4. The Forum shall report the outcome of any appointments through the IOM to the CEO and/or Board.
- 3.5. Any decisions circulated by email require at least a 70% majority support from all Forum Members with the Chair, where necessary, having the casting vote.
- 3.6. Non-response within the required timeframe to a request for a decision will be regarded as support for the decision.
- 3.7. Any decisions at Forum meetings will require at least a 70% majority from all those Forum Members present with the Chair, where necessary, having the casting vote.

4. Meetings

- 4.1. The Forum will meet by an on-line tool or conference call. The Forum may hold as many meetings as it decides are necessary to fulfil its duties.

- 4.2. The CEO or a representative of the Secretariat may be present at any meetings.
- 4.3. Any minutes will be taken by the Chair or a nominated person from the Forum members attending the meeting.
- 4.4. A quorum of a minimum of 50% of the Forum shall be required for all meetings.
- 4.5. In the absence of the Chair, he/she will appoint a Deputy.

5. Budget and spending authority

- 5.1. Meeting expenses will be covered in accordance with WN expenses policy.
- 5.2. Any other expenses must be approved through the CEO in accordance with WN financial policy and budgets.

WN Kit:

The following WN branded kit will be provided on appointment as an ITP and ITP Cadet which should be used while performing duties on behalf of WN such as being a member of the UAP. This kit can also be used while travelling to/from an event where ITP duties are being performed.

Note: The tops provided should be worn with the ITPs and ITP Cadets own dark trousers. Some events do provide alternative WN approved clothing which should be used if provided but please do wear the WN kit if not.

ITP

- 3 x WN tops (choice of polo shirt, short sleeve shirt or long sleeve shirt in black or white)
- 1 x WN Jacket
- 1 x WN rucksack

ITP Cadet

- 2 x WN tops (choice of polo shirt, short sleeve shirt or long sleeve shirt in black or white)

Note: Should any more kit be required to fulfil the role as an ITP or ITP Cadet a request should be submitted to WN which will be given due consideration

Appointment of the ITP and ITP Cadet:

The WN Board have final approval on all decisions made but the following is the process to be followed for appointment of the ITP and ITP Cadet:

WN ITP Cadet Appointments

- ITP Cadets are appointed by the IOM for a period of two years from date of appointment unless it is deemed by the IOM, in conjunction with the OC, that they are not fulfilling their responsibilities or showing an ability and willingness to work and share knowledge within the framework, Regulations, Rules, Codes, Policies and Guidelines approved by WN

Note: Active IUAs will have their ITP Cadet Status reviewed every two years by WN in conjunction with the OC to ensure this continues to be a suitable role

- Potential ITP Cadets will be identified by Regional Federations or WN Member Countries who will submit the attached recommendation form to the Region OC who will then send a copy of the completed form to the ITPs within the Region to assess their suitability based on the defined rating system attached
- The ITPs will individually rate the recommendation and respond to the OC
- If there is a positive response from the ITPs that the applicant is suitable, the OC will forward the recommendation form, together with the ratings from the ITPs, to the WN Board Regional Director
- The OC will consult with the WN Regional Board Director and decide whether to approve the recommendation.
- The OC will submit the recommendation form, together with ratings and any supporting documentation and evidences, to the IOM
- If the recommendation is approved, the appointment will be announced by WN and they will be added to the relevant WN database

- The ITP Cadet will be required to actively fulfil the responsibilities of the ITP Cadet role and also demonstrate the qualities detailed in the considerations for selection
- If the recommendation is not approved, WN will notify the Regional Federation or WN Member Country

WN ITP Appointments

- ITP are appointed by the IOM for a period of two or three years from date of appointment unless it is deemed by the IOM, in conjunction with the OC, that they are not fulfilling their responsibilities or showing an ability and willingness to work and share knowledge within the framework, Regulations, Rules, Codes, Policies and Guidelines approved by WN
- ITP status will be reviewed at the end of an appointment by the IOM in conjunction with the Regional Federation, WN Member Country and OC to determine if there is a recommendation for that appointment to continue
- If recommended that an appointment should continue and this is approved, the continued appointment as an ITP will be announced by WN and will be added to the relevant WN database
- If the recommendation is to discontinue appointment as an ITP, approval cannot be granted or an ITP has shown behaviour as described in bullet 1, WN will notify the individual concerned, their Regional Federation and WN Member Country. An announcement by WN will also be made and this will be reflected in the relevant WN database

Pathway to Accreditation as ITP from ITP Cadet

- Whilst an ITP Cadet will be given every support and encouragement to graduate to ITP status, there is no automatic right of progression: accreditation depends on the outcome of CPD and performance as an ITP Cadet as well as there being a vacancy
- Following the appointment of an ITP Cadet the Region OC, in conjunction with the ITPs, is responsible for implementing and managing the accreditation process as follows:
 - Learner training to be given by the ITPs, to include attending as an observer for Match Reporting at an appropriate level elite game as recommended by Regional ITPs and OC and approved by the IOM.

- Learner training to be given by the ITPs, to include attending as an observer for an INUA Re-endorsement
 - The ITP Cadet to preferably train and work with at least two different ITP within the Region over a minimum 12 months and maximum 18 months learning period
 - The timing of the next steps will be at the recommendation of the ITPs after consultation with the OC
 - Alternatively, the ITPs can recommend to the OC to cancel further training as the Cadet is unlikely to make the grade for accreditation to ITP status
 - A final decision to be made by the OC in conjunction with the ITPs, with the OC to then request WN to cancel the ITP Cadet registration
 - If the request to cancel is approved, WN will notify the Regional Federation and WN Member Country
- During the last six months of the 2 year accreditation period, which can be shortened at the request of the ITPs depending on Cadet ability and availability, the Cadet will attend as an observer (to the UAP/Assessor) or as a UAP at one WN Ranking Event and as an observer at one INUA Test if timings allow

Note: WN and OC should make every effort to have suitable opportunities made available during this 6 months period

- Cadet performance during such attendance as an observer will be recorded in the relevant WN database and used as evidence to support any recommendation for accreditation as an ITP
- The ITPs will recommend to the OC whether the Cadet should be accredited
- The OC will then forward the recommendation, together with all supporting evidences, to the IOM for consideration and appointment as an ITP
- If approved, the appointment as an ITP will be announced by WN and will be reflected in the relevant WN database
- Appropriate records of the accreditation pathway for each ITP Cadet will be kept and retained in the relevant WN database

ITID Status:

The ITP and ITP Cadet have the responsibility to assess the suitability of recommendations for ITID Status. Potential ITIDs will be identified by WN Member Countries who will submit the attached recommendation form to WN

Note: It is expected that any umpire that is recommended will hold the highest level of Umpire Award within their country or region of origin

- The Region OC will be informed of the recommendation and will send a copy of the completed form to the ITPs and ITP Cadets within the region and arrange a suitable opportunity for assessment
- ITPs and ITP Cadets will assess the suitability of the umpire recommended based on the INUA grade descriptors in WN INUA Testing procedure
- If there is a positive recommendation from the ITPs and ITP Cadets that the applicant is suitable, the OC will forward the recommendation form, together with the ratings from the ITPs and ITP Cadets, to the IOM
- If the recommendation is approved, the appointment will be announced by WN and they will be added to the relevant WN database
- If the recommendation is not approved positive from the ITPs and ITP Cadets, WN will notify the WN Member Country and the Region OC
- ITID Status is for a period of four years in which the umpire works towards being screened and tested for their INUA
- Whilst an ITID will be given every support and encouragement to gain their INUA, there is no automatic right of progression: this is dependent on being successfully screened and tested as per WN INUA Testing procedure
- The ITPs and ITP Cadets can make a request to the OC and the IOM to remove an ITID status within the four years should an umpire not be sufficiently progressing towards gaining their INUA
- The ITPs and ITP Cadets can make a request to the OC and IOM for ITID status to be continued after four years should an umpire still be progressing and further time be required for this
- If an extension request is not made ITID status will be removed from an umpire after the four-year period is completed and the umpire and respective WN Member Country will be notified by WN

Screening and testing of candidates for the INUA:

- The request to screen or test a candidate for the INUA will be made based on a recommendation by the ITPs to the OC
- Re-endorsements for the INUA will be scheduled based on the timeframes stated in WN INUA Testing procedure
- The OC will liaise with the ITPs to determine if suitable opportunities for screening or testing for the INUA are available within Region, in line with the guidance in WN INUA Testing procedure
- If there are no opportunities available within the region WN will attempt to make opportunities available at a suitable international event, in line with the guidance in WN INUA Testing procedure
- The OC will oversee the arrangements for screening, re-endorsement and testing for the INUA in conjunction with the ITPs, involving the IOM where necessary
- The screening, re-endorsement and testing of candidates should be completed as per WN INUA Testing procedure

**Defined rating system for appointing the International Netball Umpire Award
Testing Panel (ITP)/Cadet role**

Professional	1 2 3 4	Inadequate: Does not meet the criteria/cannot be assessed on the evidence provided Adequate: Meets the criteria Good: Exceeds the criteria Excellent: Significantly exceeds the criteria
Leadership	1 2 3 4	Inadequate: Does not meet the criteria/cannot be assessed on the evidence provided Adequate: Meets the criteria Good: Exceeds the criteria Excellent: Significantly exceeds the criteria
Communication	1 2 3 4	Inadequate: Does not meet the criteria/cannot be assessed on the evidence provided Adequate: Meets the criteria Good: Exceeds the criteria Excellent: Significantly exceeds the criteria
Teamwork	1 2 3 4	Inadequate: Does not meet the criteria/cannot be assessed on the evidence provided Adequate: Meets the criteria Good: Exceeds the criteria Excellent: Significantly exceeds the criteria
Judgement/Decision Making	1 2 3 4	Inadequate: Does not meet the criteria/cannot be assessed on the evidence provided Adequate: Meets the criteria Good: Exceeds the criteria Excellent: Significantly exceeds the criteria

WORLD NETBALL
INTERNATIONAL NETBALL UMPIRE AWARD TESTING PANEL (ITP)/CADET
Recommendation for Appointment

Please use this form for each recommendation you wish to make.

<i>Details of person recommended</i>						
Name	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"><i>Title</i></td> <td style="width: 40%;"><i>First name</i></td> <td style="width: 40%;"><i>Family name</i></td> </tr> </table>			<i>Title</i>	<i>First name</i>	<i>Family name</i>
<i>Title</i>	<i>First name</i>	<i>Family name</i>				
Postal Address						
Country		Region				
Telephone <i>including country code</i>	home		mob			
Email address						
The nominee has given consent for his/her name to be forwarded			YES / NO			
Name of person submitting recommendation:						
Position:						
Details of Qualifications and Competencies						
<i>Please refer to published list of Qualifications and Competencies. Recommendations for ITP Members/Cadets must meet any prerequisites listed.</i>						
Professional						
Leadership						
Communication						
Teamwork						
Judgement/Decision Making						
Other Comments						

Please submit forms in netWorld. Contact info@worldnetball.sport if you require any assistance

WORLD NETBALL
Recommendation for INTERNATIONAL TALENT IDENTIFIED UMPIRE (ITID) Status

Please use this form for each recommendation you wish to make.

<i>Details of person recommended</i>				
Name				
	<i>Title</i>	<i>First name</i>	<i>Family name</i>	
Postal Address				
Country			Region	
Telephone <i>including country code</i>	home		mob	
Email address				
The nominee has given consent for his/her name to be forwarded				YES / NO
Name of person submitting recommendation:				
Position:				
Email address:				
Please provide a brief description of your qualifications/experience to nominate this person				
Please provide a brief description of why this umpire is deserving of ITID recommendation e.g. qualifications; experience; character				

Please submit forms in netWorld. Contact info@worldnetball.sport if you require any assistance