

National Officiating Program

State Umpiring Syllabus



Australian Government
Australian Sports Commission

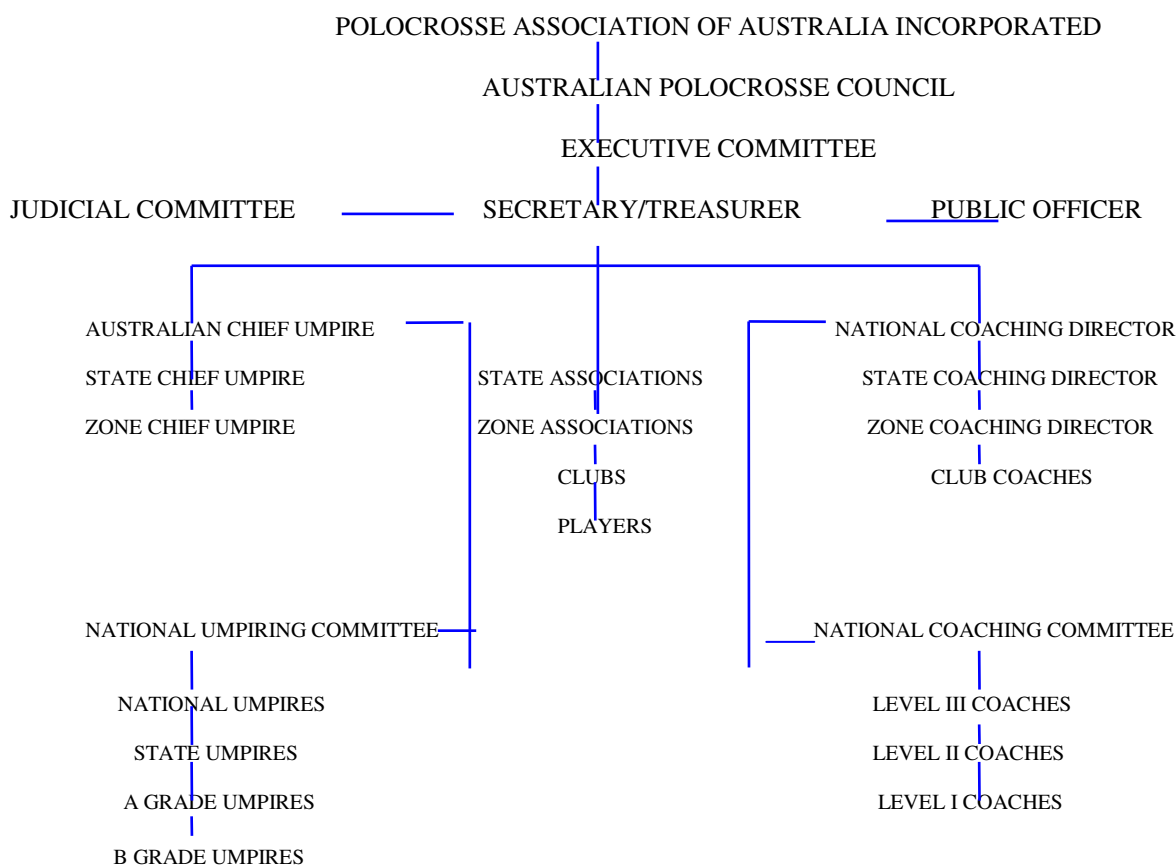
NATIONAL POLOCROSSE UMPIRING ACCREDITATION SCHEME

INTRODUCTION

The Polocrosse Association of Australia Incorporated National Umpiring Accreditation Scheme has been designed to encourage and guide umpiring activity in polocrosse.

The Scheme is designed to assist the Australian and State Association in the proper organisation and presentation of courses for umpires.

The Polocrosse Association of Australia Incorporated proposes to conduct an ongoing program to develop and extend umpiring skills leading to State and National Accredited Umpires.



Section 1: Training Program General Information and Administration

1.1 Details of the proponent

Polocrosse Association of Australia Incorporated
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Authorisation of the Organisation:

National Executive Director/President
(Signature)

Print name

National Officiating Director
(Signature)

Print name

1.2 Name of the training program

Polocrosse Association of Australia Incorporated, National Polocrosse Umpiring Accreditation Scheme, National Umpiring Syllabus.

1.3 Integrated or Separate Officiating General Principles component

The relevant units of the Officiating General Principles training program have been integrated into this training program.

1.4 Training program fees

All participants must pay the training program fee before commencing their training. Fees may vary from provider to provider depending on local costs for training program venues and presenters. However, all fees will include the compulsory texts, NOAS accreditation fee, and other training program costs such as facility hire and equipment. The fee for this training program is capped at \$400 per candidate.

1.5 Presenter qualifications

Course presenters must have a minimum Polocrosse qualification of the level of course they are presenting at/or an equivalent Professional qualification. Presenters must also have successfully completed a course presenter, train the trainer or presentation skills course, to be recognised as presenters.

Course assistants must also have a State or National Level Polocrosse accreditation.

1.6 Presenter training

All presenters will be required to improve their professional and teaching qualifications. Presenters will also be required to successfully completed a course presenters, train the trainer or presentation skills course, to be recognised as presenters. Polocrosse Association of Australia Incorporated will facilitate attendance at appropriate training opportunities.

1.7 Assessor qualifications

Assessors of State Level Umpires must have Polocrosse Association of Australia Incorporated accreditation at that level, or higher.

1.8 Assessor training

All Assessors will be required to improve their professional and assessing qualifications. Assessors will be required to successfully completed assessor training courses. Polocrosse Association of Australia Incorporated will facilitate attendance for it's assessors at courses which will provide them with the skills necessary to conduct competency based assessment.

1.9 Entry pre-requisites

State Level accreditation with the National Officiating Accreditation Scheme

- a) Candidate to be at least 18 years of age
- b) Candidate to have attained an A grade umpire rating
- c) Be approved by the State Chief Umpire and / or the State Association Executive
- d) Registration with Polocrosse Association of Australian Incorporated through their respective State Association
- e) They must be an Australian Citizen or a permanent Australian resident
- f) Thorough understanding of the rules of polocrosse
- g) Payment of required fees

1.10 Venue

For the theory components a lecture room with access to a white board, writing material and video. The practical sessions will be held at a ground that has suitably marked Polocrosse fields.

1.11 Insurance

Polocrosse Association of Australia Incorporated holds a comprehensive insurance policy with Marsh Insurance Company. This policy covers public liability (\$10 million) and professional indemnity (\$2 million) for all members and sport educators.

Section 2: Policies

2.1 Code of Practice for Training Program Deliverers

Polocrosse Association of Australia Incorporated adopts the ASC's Code of Practice for Training Program Deliverers (copy at Appendix 1). In addition to this code, the following policy applies:

Refund of fees

Fees paid by candidates may be refunded in the following circumstances and timeframes:

Notification of withdrawal in writing up to 30 days prior to commencing training program	Full refund
Notification of withdrawal in writing up to 14 days prior to commencing training program	50% refund
Notification of withdrawal less than 14 days prior to commencing training program	No refund

2.2 Official's Code of Ethics

The Polocrosse Association of Australia Incorporated adopts the ASC Official's Code of Ethics (copy at Appendix 2).

2.3 Complaints handling procedures

Candidates with grievances about the conduct of their training program or seeking appeals on their assessment process must submit them in writing to the course coordinator within 30 days of the completion of the training program or on receiving notification of their assessment outcome.

All grievances and appeals will be considered by the National Chief Umpire who will inform the candidate of the process they use to consider the grievance and the outcome of the deliberations within 30 days of receiving the grievance/appeal.

Further grievances and appeals may be referred to the Polocrosse Association of Australia Incorporated Executive (with all relevant information) for consideration and decision.

2.4 Recognition of Prior Learning

There will be no honorary accreditation. All officials must satisfy the competencies of each particular level of accreditation. However, some practising officials may be able to satisfy all or most of the competencies required for accreditation without having to attend a formal course. Candidates may apply for exemption from all or sections of the course. Such people will be required to document their prior learning and submit it in writing to the course coordinator. These will then be passed on to the Australian Chief Umpire for consideration. RPL assessment will be conducted using the RPL Assessment form provided by the ASC. The candidate may be required to demonstrate their expertise in a particular area by written or practical demonstration. Refer to Appendix 4.

Recognition of officiating principles courses – applicants must supply the course coordinator with such letters, transcripts, certificates and descriptions of courses as is necessary to satisfy the various requirements of each level of accreditation.

Candidates with evidence of having achieved the following may gain credit:

- State Department/Sport Education Centre/Coaching Principles Agency Level 1 Officiating Principles course

- Physical Education or Sports Officiating degree course
- Equivalent overseas qualification.

The RPL application form is at Appendix 3.

2.5 Updating

A State Level Umpire must do 75 hours of updating activities during the four years accreditation period of which 40 hours will be practical umpiring, at a minimum of 10 hours per year. The balance can be obtained through activities detailed below:

- Presenting
- Assessing
- Mentoring
- Generic Personal Development
- Sport-specific work shops/seminars
- Contribution to publication of technical articles

Section 3: Competency Statements and Assessment

3.1 Competency statements

The State Level Umpire will be able to:

- a. Understand & effectively apply the roles & responsibilities of a State Umpire.
- b. Interpret the rules & clearly communicate rules
- c. Effectively communicate & understand the principles of umpiring polocrosse.
- d. Understand the legal responsibilities.
- e. Underpinning knowledge of the sport
- f. Use effective interpersonal & communication skills.
- g. Effectively umpire at State Level Championships
- h. Identify & relate to roles of umpiring
- i. Implement values & ethical behaviour
- j. Identify potential safety problems (risk management)
- k. Resolve disputes
- l. Manage human & technical resources

3.2 Assessment

1. Overview of assessment tasks including how and when assessment will occur and conditions of assessment;

100% attendance is required, however, under exceptional circumstances with the recommendation of the Australian Chief Umpire and/or National Umpiring Committee, a waiver may be given.

An evaluation of participation in discussions and demonstrations in practical sessions.

Exam – Written: The exam is aimed at assessing underpinning knowledge regarding roles of the official and safety issues. A multiple choice / short answer exam, comprising 30 questions is given to candidates at the completion of the face-to-face training program. An 80% pass mark is required. Candidates are not permitted to access course materials during the exam. Candidates may re-take the exam as many times as necessary to achieve the pass mark. A sample exam is at Appendix 5.

Short answer worksheets: The worksheets are aimed at assessing candidates comprehension of various procedural aspects associated with umpiring. Worksheets with short answers and/ or multiple choice questions, are distributed as both a learning and assessment tool, during particular units of the course. The worksheets are to be completed during the course (although there is flexibility when time constraints prevent this). All questions must be answered satisfactorily to pass this aspect. Candidates are permitted to access all course materials, and may consult with others when completing the worksheets. Candidates may re-submit the worksheets as many times as necessary to achieve competency.

Practical: This assessment task is aimed at assessing the candidates practical ability to officiate effectively. This assessment task is completed post-course. A practical demonstration of officiating skills is required on 3 games of at least 32 minutes duration. The games must be at a State Championship and be either the “A” Grade round Final or “Championship” round Final. An assessment checklist is used to outline the skills/competencies that the official must demonstrate. The candidate must be rated as competent on all aspects of the assessment checklist, to pass.

Candidates may re-take the practical assessment as many times as necessary to achieve competency. The assessment tool for the practical is at Appendix 4.

Match Report: The aim of this assessment task is for umpires to demonstrate that they can complete a post-match report for use in future activities. This assessment task is completed post-course. Candidates are permitted to consult with advisors/ mentors to complete the match report. Candidates may re-submit the match report as many times as necessary to achieve competence.

Participation in Group Discussion: This assessment task is to evaluate the participation in discussions & demonstrations in practical sessions.

Copies of assessment tools:

- Exam paper (a new one to be set each year)
- Worksheets (New ones to be set each year)
- The assessment checklist used for the practical; and
- The outline required for the match report are attached as Appendix 5

Sample written tests are at Appendix 6.

NB. Guest speakers produce their own worksheets and tests.

The evidence required to be assessed as competent is indicated on each of these assessment tools.

Section 4: Training Program Syllabus

4.1 Training Program Overview

Competencies	Assessment Tasks				Unit Name	Learning Outcomes	Content	Duration	Delivery Strategy	Resource Requirements
	Task 1 Exam Written	Task 2 Work sheets	Task 3 Prac	Task 4 Match Report						
<ul style="list-style-type: none"> Understand & effectively apply the role & responsibility of a State Umpire 	*	*			1. Course Introduction	<ul style="list-style-type: none"> Identify the objects and structure of the National Officiating Program and PAA Umpiring Accreditation Program. Understand the history of the PAA and the basic administration of the PAA and its affiliates Identify and access the availability of relevant resource material and support services. 	<ul style="list-style-type: none"> Introduction of course staff Brief survey of the National Umpiring Scheme, its objectives, structural outline and program Details of specifications of National Officiating Program, relating to State Umpire Accreditation Information regarding administration of the National Umpiring Scheme and History of Polocrosse An explanation of the purpose and nature of officiating resource material supplied to candidates Preparation of hand-out materials for future reference 	30 mins	<ul style="list-style-type: none"> Lecture & Discussion 	<ul style="list-style-type: none"> PAA National Umpiring Syllabus PAA “Rule Book” PAA “Constitution”
<ul style="list-style-type: none"> Identify & relate to roles 	*	*	*		2.The Polocrosse Umpire	<ul style="list-style-type: none"> Demonstrate the roles an umpire can adopt, along with umpiring styles, and 	<ul style="list-style-type: none"> Legal responsibilities Judicial Procedures 	2 hours	<ul style="list-style-type: none"> Presentation consisting of the 	PAA Inc “Rules of Polocrosse and Information

of umpiring						<p>the characteristics of a respected Polocrosse Umpire</p> <ul style="list-style-type: none"> • Apply and maintain authority • Identify what motivates umpires to be involved • Identify and explain an Umpire’s legal responsibilities • Display ethical behaviour according to the ‘P.A.A. Umpires Code of Ethic and the Umpires Code for National Championships • Demonstrate an understanding of the importance of insurance requirements 	<ul style="list-style-type: none"> • The Polocrosse Umpire: <ul style="list-style-type: none"> ➤ Role ➤ Philosophy ➤ Umpiring styles ➤ Ethical behaviour ➤ Attitude and temperament ➤ Horsemanship ➤ Fitness ➤ Correct dress ➤ Punctuality 		<p>following:</p> <ul style="list-style-type: none"> • Lecture and discussion • Candidates to participate in a group discussion to be conducted by a specialist presenter which will include the following; <ul style="list-style-type: none"> ➤ Legal responsibilities ➤ Duty of care ➤ Relevant insurance requirements • Video footage selected for the relevance to the content of this unit such as umpire styles, ethical in comparison to unethical evident on 	<p>of the Game”. PAA Inc “Umpires Codes of Behaviour” PAA Inc “Code for the Nationals” PAA Inc “Guidelines for Tribunal Hearings”. Australian Coaching Council “Legal Responsibilities and Risk Management for sports officials”.</p>
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									the field	
									<ul style="list-style-type: none"> Samples of correct dress of umpire and correct horse gear. 	
<ul style="list-style-type: none"> Effectively communicate & understand the principles of umpiring polocrosse Use of interpersonal & communication skills Resolve disputes 	*		*		3. Communication Skills	<ul style="list-style-type: none"> Demonstrate effective communication processes Identify barriers to effective communication Implement techniques and strategies to improve communication 	<p><i>The following items will be addressed:</i></p> <ul style="list-style-type: none"> Explanation Effective versus ineffective communication Different way to communication Demonstration and feedback Barriers to communication Active listening Effective listening 	2 Hours	<p>Presentation consisting of the following:</p> <ul style="list-style-type: none"> Lecture, by an appropriately qualified guest speaker Discussion, led by an appropriately qualified guest speaker Participation, directed by an appropriately qualified guest speaker Role plays 	ACC “Better Coaching – Advanced Coach’s Manual” – (Chapters 1 & 6). “People Management for Sports Officials” Published by the Australian Sports Commission
<ul style="list-style-type: none"> Identify potential safety problems (risk management) Manage human & technical 	*				4. Sports Safety	<ul style="list-style-type: none"> Outline the strategies that can be implemented to minimise the risk of injuries occurring in the game Initiate horse, player, equipment and field safety 	<p><i>The following items will be addressed:</i></p> <ul style="list-style-type: none"> Injury prevention Playing surfaces Horse, player and equipment safety 	1 hour	<ul style="list-style-type: none"> Presentation consisting of the following; lecture and discussion by a qualified guest 	ACC “Better Coaching – Advanced Coach’s Manual” – Chapter 14 & 16

<ul style="list-style-type: none"> resources Identify potential safety problems (risk management) 						<ul style="list-style-type: none"> Assess the suitability of playing surfaces 			<p>speaker relating to injury prevention eg fitness instructor physiotherapist or vet</p> <ul style="list-style-type: none"> Practical – walk areas for danger spots, such as holes etc Presentation – visuals of gear, equipment etc 	
<ul style="list-style-type: none"> Implement values & ethical behaviour Understand the legal responsibilities to drug use 	*				5. Drugs	<ul style="list-style-type: none"> Identify drugs used in polocrosse – what they are and why they are banned Advise players of the rules applying to banned substances Advise players of the PAA Inc regulations, requirements and penalties involved Advise players of Australian Sports Drug Agency (A.S.D.A.) drug testing procedures Provide advice on permitted medications 	<ul style="list-style-type: none"> Permitted medications Banned drugs Drug testing procedures PAA polices 	1 hour	Lecture and discussion. (A specialist presenter from the Australian Sports Drug Agency to do this presentation).	“Drugs in Sport Handbook” – Published by the Australian Sports Drug Agency PAA Inc Player Drugs Policy

4.2 Unit Outlines

UNIT 1 - COURSE INTRODUCTION

UNIT PURPOSE: This unit will give the Umpire an appreciation of the objectives and structure of the National Officiating Program.

NOMINAL DURATION: 30 minutes

LEARNING OUTCOMES:

At the conclusion of this unit the umpire will be able:

- Identify the objectives and structure of the National Officiating Program and P.A.A. Umpiring Accreditation Program.
- Understand the history of the P.A.A. and the basic administration of the P.A.A. and its affiliates.
- Identify and access the availability of relevant resource material and support services.

CONTENT:

The following items are to be addressed:

- Introduction of course staff.
- Brief survey of the National Umpiring Scheme, its objectives, structural outline and program.
- Details of specifications of National Officiating Program, relating to National Umpire Accreditation.
- Information regarding administration of the National Umpiring Scheme and History of Polocrosse.
- An explanation of the purpose and nature of officiating resource material supplied to candidates.
- Preparation of hand-out materials for future reference.

DELIVERY STRATEGIES:

Presentation consisting of the following:

- a. Lecture and discussion.

RESOURCE REQUIREMENTS:

The P.A.A. "State Umpiring Syllabus"

P.A.A. "Rule Book".

P.A.A. "Constitution".

UNIT 2 - THE POLOCROSSE UMPIRE

UNIT PURPOSE: This unit will address the several roles an umpire can adopt, umpire styles, responsibilities and the characteristics of a respected Polocrosse Umpire.

NOMINAL DURATION: 2 Hours

LEARNING OUTCOMES:

At the completion of this unit the umpire will be able to:

- Demonstrate the roles an umpire can adopt, along with umpiring styles, and the characteristics of a respected Polocrosse Umpire.
- Apply and maintain authority
- Identify what motivates umpires to become involved
- Identify and explain Umpire's legal responsibilities
- Display ethical behaviour according to the "PAA Umpire's Code of Ethics and the Umpire Code for National Championships"
- Demonstrate an understanding of the importance of insurance requirements.

CONTENT:

The following items are to be addressed:

- Legal responsibilities
- Judicial Procedures
- The Polocrosse Umpire
- Role
- Philosophy
- Umpiring styles
- Ethical behaviour
- Horsemanship
- Fitness
- Correct dress
- Punctuality

DELIVERY STRATEGIES:

Presentation consisting of the following:

- a. Lecture and discussion.
- b. Candidates to participate in a group discussion to be conducted by a specialist presenter which will include the following:
 1. Legal Responsibilities
 2. Duty of care
 3. Relevant insurance requirements.
- c. Video footage selected for the relevance to the content of this unit such as umpiring styles, ethical in comparison to unethical behaviour evident on the field
- d. Samples of correct dress of umpire and correct horse gear.

ASSESSMENT:

Assessment on the following:

- a. Accreditation test/ Worksheet (theory), which will consist of 30 multiple-choice questions.
- b. Analysis of actual video footage of games.
- c. Participation in group discussion

RESOURCE REQUIREMENTS:

PAA. Inc. "Rules of Polocrosse and Information of the Game"

PAA. Inc. "Umpires Code of Behaviour".

PAA. Inc. "Code for the Nationals"

PAA. Inc. "Guidelines for Tribunal Hearings"

Australian Coaching Council "Legal Responsibilities and Risk Management for Sports Officials"

UNIT 3 – COMMUNICATION

UNIT PURPOSE: This unit will provide the umpire to communicate effectively at the State Level both on and off the field.

NOMINAL DURATION: 2 Hours

LEARNING OUTCOMES:

At the completion of this unit the umpire will be able to:

- Demonstrate effective communication processes.
- Identify barriers to effective communication.
- Implement techniques and strategies to improve communication.

CONTENT:

The following items will be addressed:

- Explanation
- Effective versus ineffective communication
- Different ways to communicate
- Demonstration and feedback
- Barriers to communication
- Active listening
- Effective listening

DELIVERY STRATEGIES:

Presentation consisting of the following:

- a. Lecture, by an appropriately qualified guest speaker.
- b. Discussion, led by an appropriately qualified guest speaker.
- c. Participation, directed by an appropriately qualified guest speaker.
- d. Play roles

ASSESSMENT:

Assessment on the following:

- a. Accreditation test (theory), which will consist of 30 multiple-choice questions. (set by guest speaker)
- b. Participation in group discussion.

RESOURCE REQUIREMENTS:

ACC "Better Coaching – Advanced Coach's Manual" – (Chapters 1 & 6)

"People Management for Sports Officials" Resource Manual – Published by the Australian Sports Commission

UNIT 4 - SPORTS SAFETY

UNIT PURPOSE: At the completion of this unit the umpire will be able to minimise the risk of injury and provide a safe environment.

NOMINAL DURATION: 1 Hour

LEARNING OUTCOMES:

At the completion of this unit the umpire will be able to:

- Outline the strategies that can be implemented to minimise the risk of injuries occurring in the game.
- Initiate horse, player, equipment and field safety
- Assess the suitability of playing surfaces

CONTENT:

The following items are to be addressed:

- Injury prevention
- Playing surfaces.
- Horse, player and equipment safety

DELIVERY STRATEGIES:

Presentation consisting of the following:

- a. Lecture and discussion, by appropriately qualified guest speaker, relating to injury prevention eg. a physiotherapist and/or vet.
- b. Present visuals – gear, equipment etc
- c. Practical – walk area for danger spots such as holes etc.

ASSESSMENT:

Assessment on the following:

- a. Accreditation test (theory), which will consist of 30 multiple choice questions. (set by guest speaker)

RESOURCE REQUIREMENTS:

ACC "Better Coaching – Advanced Coach's Manual" - (Chapter 14 & 16)

UNIT 5 - DRUGS

UNIT PURPOSE: At the completion of this unit the umpire will have the knowledge required to ensure that players are aware of their responsibility in relation to drug use in Polocrosse.

NOMINAL DURATION: 1 Hour

LEARNING OUTCOMES:

At the completion of this unit the umpire will be able to:

- Identify drugs used in polocrosse – what they are and why they are banned.
- Advise players of the rules applying to banned substances.
- Advise players of the P.A.A. regulations, requirements and the penalties involved.
- Advise players of Australian Sports Drug Agency (A.S.D.A.) drug testing procedures
- Provide advice on permitted medications

CONTENT:

The following items are to be addressed:

- Banned Drugs
- Drug testing procedures
- P.A.A. policies
- Permitted medications.

DELIVERY STRATEGIES:

Presentation as follows:

- Lecture and discussion. (A specialist presenter from the Australian Sports Drug Agency to do this presentation).

ASSESSMENT:

Assessment on the following:

- a. Accreditation test (theory), which will consist of 30 multiple choice questions. (set by guest speaker)

RESOURCE REQUIREMENTS:

“Drugs in Sport Handbook” – Published by the Australian Sports Drug Agency
P.A.A. “Player Drugs Policy”

UNIT 6 – RULE INTERPRETATION

UNIT PURPOSE: This unit will provide the umpire with the skills to be able to interpret the Rules of Polocrosse.

NOMINAL DURATION: 4 Hours

LEARNING OUTCOMES:

At the completion of this unit the umpire will:

- Explain and interpret the rules of Polocrosse at Australian Level
- Apply the rules on the field

CONTENT:

- Examination of Polocrosse Rules at Australian Level.

DELIVERY STRATEGIES:

Presentation consisting of the following:

- Lecture and group discussion, with the use of video footage that displays mistakes by players during the game. It is recommended that this unit be divided into two separate sessions.

ASSESSMENT:

Assessment on the following:

- a. Accreditation test (theory), which will consist of 30 multiple-choice questions.
(set by Australian Chief Umpire)
- b. Group participation.

RESOURCE REQUIREMENTS:

Polocrosse Association of Australia. "Rules of Polocrosse and Information of the Game

UNIT 7– UMPIRE IN ACTION

UNIT PURPOSE: At the completion of this unit the umpire will be able to implement a broad range of strategies to ensure safe, enjoyable polocrosse activities.

NOMINAL DURATION: 6 Hours

LEARNING OUTCOMES:

At the completion of this unit the umpire will be able to:

- Effectively communicate, organise and analyse practical outcomes
- Identify safety aspects
- Maintain continual interest and enjoyment
- Maintain position and control
- Co-ordinate the umpire's role in a two umpire situation

CONTENT:

The following items are to be addressed:

- Communication Enjoyment
- Maintain continual interest
- Safety
- Organisation
- Knowing and observing
- Analyse and assess
- Correct presentation
- Two umpires

DELIVERY STRATEGIES:

- Candidates will conduct at least two practical sessions totalling six hours under the supervision of a State Umpire.
- Group participation
- Video presentation / Analysis / Discussion

ASSESSMENT:

Assessment on the following:

- a. Accreditation test/Worksheet (theory), which will consist of 30 multiple-choice questions. (set by Australian Chief Umpire)
- b. Use of approved Umpire Assessment Sheet will be forwarded by the supervising umpire and to forwarded on completion to the State Chief Umpire

RESOURCE REQUIREMENTS:

“Umpire Assessment Sheets”

COURSE CONCLUSION

This session will enable the umpire to have the opportunity to express his/her opinions on the conduct and content of the course.

NOMINAL DURATION: 30 Minutes

CONTENT:

- **Course Questionnaire**
 1. Areas in which further instruction is deemed necessary?
 2. Did you receive sufficient instruction on the use of training aids?
 3. Do you feel that there is adequate reference material?
 4. What is your opinion of the length of the course?

4.3 Flexible Delivery:

Delivery of the course is face to face. There is no scope for participants to take the course by CD-Rom or on line etc, at this time.

It may be possible for assessment to be completed by the umpire submitting a video to the Australian Chief Umpire by mutual agreement with Australian Chief Umpire.

Flexible assessment practices will be provided for by umpires with special needs, disabilities or who are from rural/remote areas etc.

Polocrosse Association of Australia Inc is committed to provide flexibility in the assessment methods used. This includes:

- Using oral instead of written exams and worksheets where appropriate
- Using video of the practical umpiring event for assessment purposes where necessary (eg. for umpiring in a remote area)
- Considering any request from candidates for flexibility, within the framework of ensuring fairness for others, and integrity of the assessment process overall.

4.4 Implementation Strategy:

Polocrosse Association of Australia Inc will provide assistance to states/territories with the process of RPL.

Polocrosse Association of Australia Inc will co-ordinate every state/territory to ensure that at least one National Umpiring Syllabus is consistently delivered throughout all states/territories to accommodate all participants.

Section 5: Officiating Practice

5.1 Timing of Officiating Practice

To achieve State Level Umpiring qualification, a minimum of 5 hours at National or State recognised Championships, under the control and guidance of the Australian Chief Umpire and/or State Chief Umpire. Umpires will be required to umpire five games at National Level.

5.2 Supervision or Mentoring of the Officiating Practice

Umpires completing this course will be paired with an experienced umpire with at least the same qualification. Due to the high risk and technical level of the sport the participant needs to be deemed competent prior to umpiring at specified levels. For this reason supervised practical hours are undertaken prior to completion of the theory component for the training program.

5.3 Supervisor/Mentor Credit

Supervisors will receive updating credit for the number of hours spent on supervising a State Level Umpire.

Section 6: Quality Control

6.1 Monitoring training program quality

The following procedures will be put in place to ensure quality control of courses:

1. Ongoing presenter and assessor training as outlined in sections 1.6 & 1.8 (forms)
2. Evaluation of presenters by course participants using course evaluation forms (see Appendix 6)
3. Random visits by Polocrosse Association of Australia Inc members to national/state based courses to evaluate delivery of courses and presenters.

6.2 Training program evaluation and review processes

In addition to the “Evaluation Pro-forma” contained in Appendix 6 the following methods will be used to assess and review the course:

- Brief informal discussions with the course presenters will follow the course. These discussions will focus on the organisation of the course and the need for changes to the delivery methods.
- Data on numbers of participants completing this course, and progressing will be analysed on a regular basis.
- Participants from courses will randomly be selected for discussion of course delivery and content.
- The courses will undergo a thorough review every four years, and input sought from National/State umpires and national development committee members. Appropriate amendments will be made and the course will be submitted to the ASC for renewed registration.

6.3 Design and review committee

The following position holders will form Polocrosse Association of Australia Inc’s Training Program Design Committee:

- Australian Chief Umpire (Chairperson)
- Deputy Chief Umpire
- National Umpiring Committee (made up of State Chief Umpires)
- External person with curriculum development experience

Code of Practice for Training Program Deliverers

Educational Standards

Training program deliverers will maintain high professional standards in the marketing and delivery of education and training services, which protect the interests and welfare of the participant.

Training program deliverers will maintain a learning environment that is conducive to the success of participants. They will have the capacity to deliver the nominated training program(s), provide adequate facilities and use appropriate methods and standards.

Marketing

Training program deliverers will market their training programs with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. In the provision of information, no false or misleading comparisons will be drawn with any other delivery organisation or training program.

Trainee Information

Accurate, relevant and up-to-date information should be provided to participants prior to commencing the training program. This should include:

- admissions procedures and criteria
- copy of the refund policy
- total fees/costs to participants
- details of the certification to be issued on full or partial completion of the training program
- competencies to be achieved by trainees
- assessment procedures
- grievance/appeal procedures
- RPL arrangements.

Recruitment

Recruitment of training program participants will be conducted at all times in an ethical and responsible manner, and be consistent with the requirements of the curriculum.

Training program deliverers should ensure that selection decisions for entry into training programs comply with equal opportunity legislation. These decisions should be made by appropriately qualified staff and be based on the applicants' qualifications and likelihood of achieving the stated competency standards.

Refunds

Training program deliverers must safeguard fees paid by trainees. Proponents must have a refund policy, which is fair and equitable.

Sanctions

The ASC may withdraw NCAS and NOAS training program registration from proponents who breach this code of practice.

Equal Employment Opportunities (EEO) Principles and Practices

Training program deliverers must be aware of EEO principles and practices as they apply to education and training. They should observe the following points:

- Characters (and their names) used in case studies, exercises and examples must be free from stereotypes and unlikely to cause offence.
- Material and presenters must discourage and prevent polarisation of participants.

- The training program content, process and/or activities must include all trainees and avoid giving an advantage to any one individual or group over another.
- Verbal and non-verbal language must be non-discriminatory.
- Humour must be non-discriminatory.
- Training program materials such as session plans, videos, handouts, graphics and cartoons must be non-discriminatory and unlikely to offend.

PAA - Official's Code of Ethics

Rationale

- The National Officiating Accreditation Scheme policy is that the responsibility for the ethical conduct of sport in Australia rests **EQUALLY** with:
 - officials, players, administrators, coaches, spectators, media, educators, parents, governments, sponsors, team owners.
- The duty of the sports official is to act as an impartial judge of sporting competition.
- The National Officiating Accreditation Scheme policy is that this duty carries with it an obligation for the official to perform with accuracy, consistency, objectivity and the highest sense of integrity.
- The National Officiating Accreditation Scheme recognises that to preserve and encourage confidence in the professionalism and integrity of officiating, ethical behaviour must first be fostered by officials.
- The National Officiating Accreditation Scheme will promote this in the wider community.

Sports officials have the right to expect that:

- their health and safety are paramount;
- they are treated with respect and openness;
- they are appointed to a level of competition appropriate to their level of competence; and
- they have access to self improvement opportunities.

The Sports Official's Code of Ethics

- Place the safety and welfare of the participants above all else.
- Accept responsibility for all actions taken.
- Be impartial.
- Avoid any situations which may lead to a conflict of interest.
- Be courteous, respectful and open to discussion and interaction.
- Value the individual in sport.
- Seek continual self improvement through study, performance appraisal, and regular updating of competencies.
- Encourage inclusivity and access to all areas of officiating.
- Be a positive role model in behaviour and personal appearance.

Official's Code of Ethics Individual Agreement Form

*For accreditation or re-accreditation to the National Officiating
Accreditation Scheme (NOAS)*



TO: _____

Polocrosse Association of Australia

I, _____ of _____
Full Name Address

Address cont.

am seeking accreditation/re-accreditation (please circle) for the following National Officiating Accreditation Scheme (NOAS) qualification:

Level Sport Discipline (if applicable)

I agree to the following terms:

1. I agree to abide by the Polocrosse Association of Australia Code of Ethics overleaf.
2. I acknowledge that the Polocrosse Association of Australia may take disciplinary action against me if I breach the code of ethics. I understand that the Polocrosse Association of Australia is required to implement a complaints handling procedure in accordance with the principles of natural justice, in the event of an allegation against me.
3. I acknowledge that disciplinary action against me may include de-accreditation from the National Officiating Accreditation Scheme.

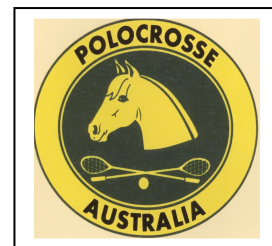
Please refer to the *Harassment-free Sport Guidelines* available from the Australian Sports Commission or contact Polocrosse Association of Australia, if you require more information on harassment issues.

Signature (if under 18, parent / guardian signature) Date
_____/_____/_____

**The NSO Official's Code of Ethics must appear on the other side of the
Official's Code of Ethics Agreement Form**

Official's Code of Ethics Group Agreement Form

*For accreditation or re-accreditation to the National Officiating
Accreditation Scheme (NOAS)*



Polocrosse Association of Australia

I, individually, am seeking accreditation for the following NOAS qualification:

Level

Sport

Discipline (if applicable)

I, individually, agree to the following terms:

1. I, individually, agree to abide by the Polocrosse Association of Australia Code of Ethics overleaf.
2. I, individually, acknowledge that the Polocrosse Association of Australia may take disciplinary action against me if I breach the code of ethics. I understand that the Polocrosse Association of Australia is required to implement a complaints handling procedure in accordance with the principles of natural justice, in the event of an allegation against me.
3. I, individually, acknowledge that disciplinary action against me may include de-accreditation from the National Officiating Accreditation Scheme.

Name	Address	Signature (if under 18, parent / guardian signature)

Please refer to the *Harassment-free Sport Guidelines* available from the Australian Sports Commission or contact the Polocrosse Association of Australia, if you require more information on harassment issues.

The NSO Official's Code of Ethics must appear on the other side of the Official's Code of Ethics Agreement Form

RPL Application Form

SECTION 1 – Personal details

Name:

Organisation:

Position:

Address:

Postcode:

Phone:Fax:

Mobile:Email:

SECTION 2 – Evidence (COMPULSORY)

Learning outcomes

Summary of evidence provided

Please supply evidence relating to each performance criteria in the form of education and training, work related experiences and life experiences. Please attach copies of documents and /or references to the application form.

<<List learning outcome and/or assessment criteria details>>	
Underpinning knowledge of the sport	
Use of interpersonal & communication skills	
Effectively umpiring at State Level Championships	
Identify & relate to roles of umpiring	
Implement values & ethical behaviour	
Identify potential safety problems (risk management)	
Resolve disputes	
Manage human & technical resources	

<<Note: Continue to insert extra spaces for additional learning outcomes and assessment criteria>>

I declare that the evidence I have provided is a true and accurate record of my work and life experiences:

.....
Signature of applicant

.....
Date

Payment

Applicants must pay an RPL administration fee.
Amount payable: \$.....
Cheque/money order enclosed payable to:

RPL Assessor Report

Applicant's name:.....

Learning outcomes / Assessment criteria	Evidence Supplied	Validity <i>(is the evidence relevant to the performance criteria?)</i>	Sufficiency <i>(is there enough evidence?)</i>	Authenticity <i>(is the evidence a true reflection of the candidate?)</i>	Current <i>(is the evidence recent? obtained within the last four years?)</i>	Comments
Underpinning knowledge of the sport	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	
Use of interpersonal & communication skills	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	
Effectively umpiring at State Level Championships	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	
Identify & relate to roles of umpiring	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	
Implement values & ethical behaviour	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	
Identify potential safety problems (risk management)	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	
Resolve disputes	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	
Manage human & technical resources	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	

All performance criteria met: (please tick)

YES

NO (please provide advice to the applicant of what evidence they are still required to supply)

Date of Assessment:.....

Name of Assessor:.....

Position:..... Contact number:.....

Assessor's comments	Recommendations

Assessment tool - Match Report

Assessment task: Officiate a game safely in accordance with the rules and regulations.

Purpose of assessment: This assessment task will enable the official to demonstrate competency in the areas of risk management, applying the rules and regulations of the game and communication skills (as set out in the performance criteria in the checklist below).

Assessment conditions: The candidate will:

- have access to an appropriate sporting venue to undertake the assessment task (provided by the regional association)
- provide their own sporting and officiating equipment
- be permitted to re-present for assessment as many times as is necessary in order to achieve competency.

Evidence required: The candidate is required to demonstrate all of the performance criteria as set out in the checklist below.
The candidate must demonstrate the performance criteria consistently throughout the game (i.e. more than once during the session).

Assessment arrangements: The assessment activity will take place on [date] at [location].

Name of candidate: _____

Organisation/club: _____

Phone No.: _____

Assessor(s) name: _____

Performance criteria	Comments	Demonstrates competency	Not yet competent
• arrive at the venue at least half an hour prior to the game commencing			
• organise human and physical resources appropriate to the needs of the competition			
• undertake a risk analysis of the field of play			
• apply the rules and regulations of the game			
• ensure safety of self and others throughout the game			
• demonstrate positioning skills relevant to officiating the game			
• use effective communication strategies to officiate the game			
• use appropriate signals			
• use other appropriate non-verbal communication strategies (i.e. body language)			
• provide constructive feedback to the group in a concise manner			
• implement positive and appropriate strategies in one to one communication situations to prevent or resolve conflict			

• respond promptly to an emergency situation if required			
• develop a report after the game			
• analyse the strengths and weaknesses of their officiating			

Result:

Candidate has achieved competency

Candidate is not yet competent

Reasons for decision:

Assessor signature(s):

Candidate signature

Date:

Date:

Comments/feedback on assessment process (i.e. Comment on any problems, recommendations for modification to assessment procedures)

Sample Assessment Questions

The objects of the Polocrosse Association of Australia Incorporated Umpiring Scheme:

- a. To encourage and prepare people to become umpires in the sport of polocrosse
- b. To establish a nationally recognised system of umpire accreditation throughout Australia
- c. To upgrade the standard of polocrosse umpiring in Australia
- d. To establish a better understanding and common interpretation of the rules of the game throughout Australia
- e. **All of the above**

The Polocrosse of Association of Australia Incorporated will conduct an accreditation scheme under the National Officiating Program to provide coordinated Training Courses for Umpires at two levels:

- a. Club and State Level
- b. Club and National Level
- c. **State and National Level**
- d. National and International Level

What Level is an introduction to the principles of umpiring and teaching methods to enable skills to be presented to polocrosse umpires and for the conduct of training programs?

- a. Club
- b. **State**
- c. National
- d. International

What Level will further progress the skills of the Polocrosse Umpire?

- a. Club
- b. State
- c. **National**
- d. International

Within the Standards what umpire shall have the ability to umpire finals at State Level?

- a. A Grade
- b. B grade
- c. **State**

The ----- umpire shall have the ability to umpire finals at the highest Level.

- a. Club
- b. State
- c. **National**

Evaluation Questionnaire

Please answer questions by circling a response, and by offering comments if you wish.

1. To what extent did this course meet your expectations?
Not at All 1 2 3 4 5 Completely

2. Was the balance between practical and theoretical material adequate?
Not at All 1 2 3 4 5 Completely

3. Were the sessions well organised?
Not at All 1 2 3 4 5 Completely
What improvements are needed?

4. Comment on the program format. (eg. sections to eliminate, time allocation, timetabling)

5. Was the course too long?
Yes / No (please circle)

6. Was the venue suitable for the needs of the course?
Not at All 1 2 3 4 5 Completely

7. Were the accommodation and meals adequate?
Not at All 1 2 3 4 5 Completely

8. Comment on the general abilities of the lecturers/presenters by circling the appropriate number:

	Poor	Fair	Average	Good	Excellent
Knowledge of subject	1	2	3	4	5
Teaching skills	1	2	3	4	5
Planning/preparation	1	2	3	4	5
Enthusiasm	1	2	3	4	5
Time for questions	1	2	3	4	5

9. Are there any further topics that you would like to gain competencies in?

10. Was the pre-course correspondence sufficient?
Not at All 1 2 3 4 5 Completely
If no, why?

11. In preparation for the course, were the reading/tasks helpful?
Not at All 1 2 3 4 5 Completely

12. Was the supervision of and feedback on coaching/officiating practice adequate?
Not at All 1 2 3 4 5 Completely

13. As a club or school coach/official was the training program useful and relevant?
Not at All 1 2 3 4 5 Completely

14. Do you understand all the procedures involved to gain your qualification?
Not at All 1 2 3 4 5 Completely

15. What aspect of the course was most helpful and why?

16. General Comments