



**INTERNATIONAL  
NETBALL  
FEDERATION**

*INF PROCEDURE*  
**INF ITP Programme**

This document outlines the process and requirements of the International Umpires' Award (IUA) Testing Panel (ITP)/ITP Cadet role.

**Acronyms:**

CPD - Continuing Professional Development

FAQ – Frequently Asked Questions

INF – International Netball Federation

ITID – International Talent Identified Umpires

ITP - International Umpires' Award Testing Panel

ITP Cadet - International Umpires' Award Testing Panel Cadet

IUA - International Umpires' Award

IUM – INF International Umpiring Manager

KPI - Key Performance Indicator

OAG – INF Officiating Advisory Group

ROC – INF Regional Officiating Coordinator

TD – INF Technical Delegate

UAP – Umpires Appointment Panel

**Details of the role:**

The INF is responsible for establishing a structure for the testing of umpires for the International Umpires' Award (IUA) and the coaching of elite umpires (including those who show the potential to achieve IUA in the future). To achieve this, a panel of international testers has been established, known as the IUA 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:**

**Note: These requirements will be introduced from January 2018**

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 the INF. 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 INF. These responsibilities include:

- screening and testing of candidates for the IUA, including any umpires who hold or have previously held the IUA
- review and assessment of current IUA umpires appointed to international fixtures (including as part of the Umpires Appointment Panel (UAP) at INF 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: The INF look to Regional Federations and INF Member Counties to provide suitable opportunities*

- assess the suitability of recommendations for ITID Status and appointment to the ITP Cadet role
- recommending umpires for international events
- providing input for OAGs when requested
- contributing to INF netWorld (INF 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 INF. These responsibilities include:

- review and assessment of current IUA umpires appointed to international fixtures (including as part of the Umpires Appointment Panel (UAP) at INF 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: The INF look to Regional Federations and INF Member Countries to provide suitable opportunities*

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

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

- recommending umpires for international events
- providing input for OAGs when requested
- contributing to INF netWorld (INF on-line database) with pertinent data and information

*Note: Although ITP Cadets can input information they will not have access to all the match assessment and IUA test/re-endorsement information. Information concerning specific umpires can be requested from the INF 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 IUA 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 1<sup>st</sup> 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 IUA 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 INF.

### 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 as UAP at an international event the following is expected, as per the INF 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 IUM and supervise the INF 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 IUM (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 Official (Umpires) appointed shall not be from the Member Countries participating in the match. Match Official (Umpire) performance shall be assessed in accordance with the applicable criteria (refer to INF Procedure 'Coaching of Umpires on Rankings Games')
- Appointment 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 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 INF Regulations and Protocols are adhered to
- Provide comments on performance against KPIs to the Match Officials (Umpires) and the INF International Umpiring Manager and provide a post event report of the Match Official to the INF (refer to 'INF match Assessment report form')
- Provide a post event report evaluating your experience at the event to the INF (refer to 'INF UAP event report form')

## Recommending Umpires for International events:

In terms of Umpire appointments being made by the INF the ROC liaises with the ITPs and ITP Cadets, as follows:

- When an Umpire Request form for an International event is submitted to the INF office all the ROCs will be sent the details
- The ROCs will go out to the ITPs and ITP Cadets in their regions to check on the availability for them to be UAPs and also request their input on which umpires they would recommend for the event (with neutrality in mind)
- All the ROCs will then collate those and put forward recommendations to the IUM taking into consideration opportunity, development, screening and testing needs
- These recommendations and the requirements of an event, including any funding or budget limitations, will then be taken into consideration and appointments made by the INF office

*Note: For INF major events the INF Board will provide approval prior to appointments being made*

## INF Kit:

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

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

### ITP

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

### ITP Cadet

- 2 x INF 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 the INF which will be given due consideration*

## Appointment of the ITP and ITP Cadet:

The INF 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:

### INF ITP Cadet Appointments

- ITP Cadets are appointed by the INF for a period of two years from date of appointment unless it is deemed by the IUM, in conjunction with the ROC, 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 INF

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

- Potential ITP Cadets will be identified by Regional Federations or INF Member Countries who will submit the attached recommendation form to the Region ROC 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 ROC
- If there is a positive response from the ITPs that the applicant is suitable, the ROC will forward the recommendation form, together with the ratings from the ITPs, to the INF Regional Director
- The ROC will consult with the INF Regional Board Director and decide whether to approve the recommendation.
- The ROC will submit the recommendation form, together with ratings and any supporting documentation and evidences, to the IUM

- If the recommendation is approved, the appointment will be announced by the INF and they will be added to the relevant INF database
- If the recommendation is not approved, the INF will notify the Regional Federation or INF Member Country
- 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

#### INF ITP Appointments

- ITP are appointed by the INF for a period of two or three years from date of appointment unless it is deemed by the IUM, in conjunction with the ROC, 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 INF
- ITP status will be reviewed at the end of an appointment by the IUM in conjunction with the Regional Federation, INF Member Country and ROC 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 the INF and will be added to the relevant INF database
- If the recommendation is to not have continued appointment as an ITP, approval is not granted or an ITP has shown behaviour as described above, the INF will notify the individual concerned their Regional Federation and INF Member Country. An announcement by the INF will also be made and this will be reflected in the relevant INF database

#### Pathway to Accreditation as ITP from ITP Cadet

- Whilst an ITP Cadet will be given every support and encouragement to graduate to INF 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 ROC, 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 e.g. England Netball Superleague or equivalent
  - Learner training to be given by the ITPs, to include attending as an observer for an IUA Re-endorsement
  - The ITP Cadet to preferably train and work with at least two different Region ITP 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 ROC
  - Alternatively, the ITPs can recommend to the ROC 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 ROC in conjunction with the ITPs, with the ROC to then request INF to cancel the ITP Cadet registration
  - If the request to cancel is approved, the INF will notify the Regional Federation and INF 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 INF Ranking Event and as an observer at one INF IUA Test if timings allow  
*Note: The INF and ROC should make every effort to have suitable opportunities made available during the 6 months period*
- Cadet performance during such attendance as an observer will be recorded in the relevant INF database and used as evidence to support any recommendation for accreditation as an ITP
- The ITPs will recommend to the ROC whether the Cadet should be accredited
- The ROC will then forward the recommendation, together with all supporting evidences, to the IUM for consideration and appointment as an ITP
- If approved, the appointment as an ITP will be announced by the INF and will be reflected in the relevant INF database
- Appropriate records of the accreditation pathway for each ITP Cadet will be kept and retained in the relevant INF 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 INF Member Countries who will submit the attached recommendation form to the INF  
*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 ROC 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 IUA grade descriptors in the INF IUA Testing procedure
- If there is a positive recommendation from the ITPs and ITP Cadets that the applicant is suitable, the ROC will forward the recommendation form, together with the ratings from the ITPs and ITP Cadets, to the IUM
- If the recommendation is approved, the appointment will be announced by the INF and they will be added to the relevant INF database
- If the recommendation is not positive from the ITPs and ITP Cadets or not approved, the INF will notify the INF Member Country and the Region ROC
- ITID Status is for a period of four years in which the umpire works towards being screened and tested for their IUA
- Whilst an ITID will be given every support and encouragement to gain their IUA, there is no automatic right of progression: this is dependent on being successfully screened and tested as per the INF IUA Testing procedure
- The ITPs and ITP Cadets can make a request to the ROC and the IUM to remove an ITID status within the four years should an umpire not be sufficiently progressing towards gaining their IUA
- The ITPs and ITP Cadets can make a request to the ROC and IUM 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 INF Member Country will be notified by the INF

## **Screening and testing of candidates for the IUA:**

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



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**Defined rating system for appointing the IUA Testing Panel (ITP) Cadet role**

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

**INTERNATIONAL NETBALL FEDERATION**

**IUA 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   |              |                   |                    |                 |
|  | <i>Title</i> | <i>First name</i> | <i>Family name</i> |                 |
| Postal Address   |              |                   |                    |                 |
| Country  |              | Region            |                    |                 |
| Telephone<br><i>including country code</i>   | home         |                   | mob                |                 |
| Email address  |              |                   |                    |                 |
| The nominee has given consent for his/her name to be forwarded   |              |                   |                    | <b>YES / NO</b> |
| Name of person submitting recommendation:  |              |                   |                    |                 |
| Position:  |              |                   |                    |                 |
| <b>Details of Qualifications and Competencies</b>  |              |                   |                    |                 |
| <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 return forms via [inf@netball.org](mailto:inf@netball.org) or by fax +44 (0) 161 234 6516 or post to International Netball Federation (INF), Albion Wharf, 19 Albion Street, Manchester M1 5LN

# INTERNATIONAL NETBALL FEDERATION

## Recommendation for ITID Status

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



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| <i>Details of person recommended</i>  |   |                    |     |          |              |                   |                    |  |
|---|---|--------------------|-----|----------|--------------|-------------------|--------------------|--|
| Name  | <table border="1"> <tr> <td><i>Title</i></td> <td><i>First name</i></td> <td colspan="2"><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<br><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:  |   |                    |     |          |              |                   |                    |  |
| <b>Please provide a brief description of your qualifications/experience to nominate this person</b>   |   |                    |     |          |              |                   |                    |  |
|   |   |                    |     |          |              |                   |                    |  |
| <b>Please provide a brief description of why this umpire is deserving of ITID recommendation e.g. qualifications; experience; character</b> |   |                    |     |          |              |                   |                    |  |
|   |   |                    |     |          |              |                   |                    |  |

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