



TOOWOOMBA HOCKEY ASSOCIATION INC

# JUMP

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(Junior Umpire Mentoring Program)

## Table of Contents

Background of JUMP (Junior Umpire Mentor Program) .....	1
Definition of Mentoring .....	1
What Is The Role Of The Mentor? .....	1
How can The Mentor Provide Support To The Young Umpire? .....	1
What Can A Mentor Get Out Of Mentoring A Young Umpire?.....	2
Colour Recognition .....	2
When Can Mentoring Occur? .....	2
Match-day Mentoring .....	2
The S.P.I.R. Method .....	2
Feedback During and After the Game.....	3
Umpiring Pathway .....	3
Mentor Job Description .....	4
Qualifications .....	4
Skills required .....	4
Main duties .....	4
Benefits of becoming a mentor.....	4
THA Mentoring Standards .....	5
Under 11 Mentoring Standard .....	5
Under 13 Mentoring Standard .....	5
J Division Mentoring Standard .....	5
Appendix 1: Blue Card Policy .....	7

## **BACKGROUND OF JUMP (JUNIOR UMPIRE MENTOR PROGRAM)**

JUMP is an initiative of the Toowoomba Hockey Association Inc. (THA) aimed at improving the recruitment, retention and development of beginner or learning umpires. There is no question that hockey needs to be supported by competent and enthusiastic umpires working their way through the ranks and are capable of umpiring at all levels of the game.

Without the appropriate guidance, direction and coaching the sport of hockey risks losing umpires before they get the chance to properly develop their skills. The THA is taking an active role in this area by developing mentors for these future umpires of the game.

## **DEFINITION OF MENTORING**

Mentoring is a relationship and a set of processes where one person offers help, guidance, advice and support to facilitate the learning or development of another person.

Young umpires defined:

Young umpires are those young people (aged under 18 years) who are interested in getting an umpire accreditation. The accreditations available for young people are through Hockey Australia's National Accreditation Program: Community Umpire, Beginner Umpire, Development Umpire, Advanced Umpire and National Umpire.

## **WHAT IS THE ROLE OF THE MENTOR?**

The role can alter depending on the mentee (the young umpire).

A mentor should:

- a) Be interested in developing themselves and others;
- b) Help others to reach their potential;
- c) Observe and assess;
- d) Help clarify goals and objectives of the young umpire.
- e) Have skills to share – be a role model;
- f) Support the learning of the young umpire;
- g) Provide ideas for sources of information;
- h) Listen to the young umpire;
- i) Act as a sounding board for ideas;
- j) Challenge ideas;
- k) Inspire confidence;
- l) Be reliable.

## **HOW CAN THE MENTOR PROVIDE SUPPORT TO THE YOUNG UMPIRE?**

The mentor's responsibility is to keep the young umpire at the centre of the relationship and try to ensure that learning occurs.

Some ideas as to how this can be done:

- a) Listen to the young umpire's issues and problems;
- b) Observe and assess the young umpire's practice sessions;
- c) Help the young umpire feel good about what they have achieved;
- d) Help the young umpire think about all aspects of their umpiring;
- e) Ask 'How's it going?';
- f) Help the young umpire to work through problems;
- g) Provide advice and guidance yet enables the young umpire to work out their own judgements and make their own decisions.

## WHAT CAN A MENTOR GET OUT OF MENTORING A YOUNG UMPIRE?

Mentoring can:

- a) Give job satisfaction and a sense of achievement;
- b) Improve your own coaching related skills such as communication, analysis and observation;
- c) Develop umpire coaches of the future.

## COLOUR RECOGNITION

THA mentors are identifiable by a yellow vest with the 'mentor' written on the back. When umpire mentors are wearing this uniform, supporters, coaches and players should be aware that the umpire is learning the role and this may alleviate abuse.

## WHEN CAN MENTORING OCCUR?

Mentoring can occur at any stage of the learning and accreditation process. It can be a key learning vehicle for umpires for those undertaking accreditation or informal.

Opportunities for mentoring include:

- Training sessions;
- At matches;
- Video analysis of matches.

## MATCH-DAY MENTORING

Many of the beginning or learning umpires you will work with as a mentor will be between the ages of 12 to 16, although a beginning or learning umpire may be any age. Similarly mentoring need not necessarily be only for entry-level umpires.

When undertaking your mentor's role on match-day, a structured approach is vital. Below is a method for coaching taken from Cricket Australia's publication, Have a Go Handbook.

### The S.P.I.R. Method

When teaching a new skill to an umpire, the S.P.I.R. method offers an approach that may be adopted by the mentor. It has been proven to be an effective way to assist children learn and develop new skills.

**SHOW** (demonstrate)

- Name the skill you will be focusing on with the umpire.
- Show how to execute the entire skill.
- While making instructional points to the umpire, show them again.
- Make sure you try to 'keep it simple' and give them as few points as possible – perhaps keeping it at under three.
- Given them a chance to ask questions.
- Finally demonstrate one more time, asking the umpire to again watch closely.

**PRACTICE**

- Get the umpire to practice the new skill immediately.
- Children will copy what they have been shown.
- Get them to demonstrate the whole skill first.
- If required, break the skill into individual parts.

**INSTRUCT** (or correct errors)

- Observe the umpire either during practice or during a match.
- Repeat the key point (if this is done during a match, perhaps wait until half-time).
- Provide further instruction if required.

## REWARD

- Praise good effort as well as good results. Remember that while learning, the beginning or learning umpire will not always get it right. Look at ways of pulling positives out of the efforts. This will come naturally.
- Show pleasure in their efforts. This will come naturally; no doubt, as you see the impact you are having as a mentor, but always keep this as an emphasis.
- If you are working with a range of umpires, make sure you are recognising them all.

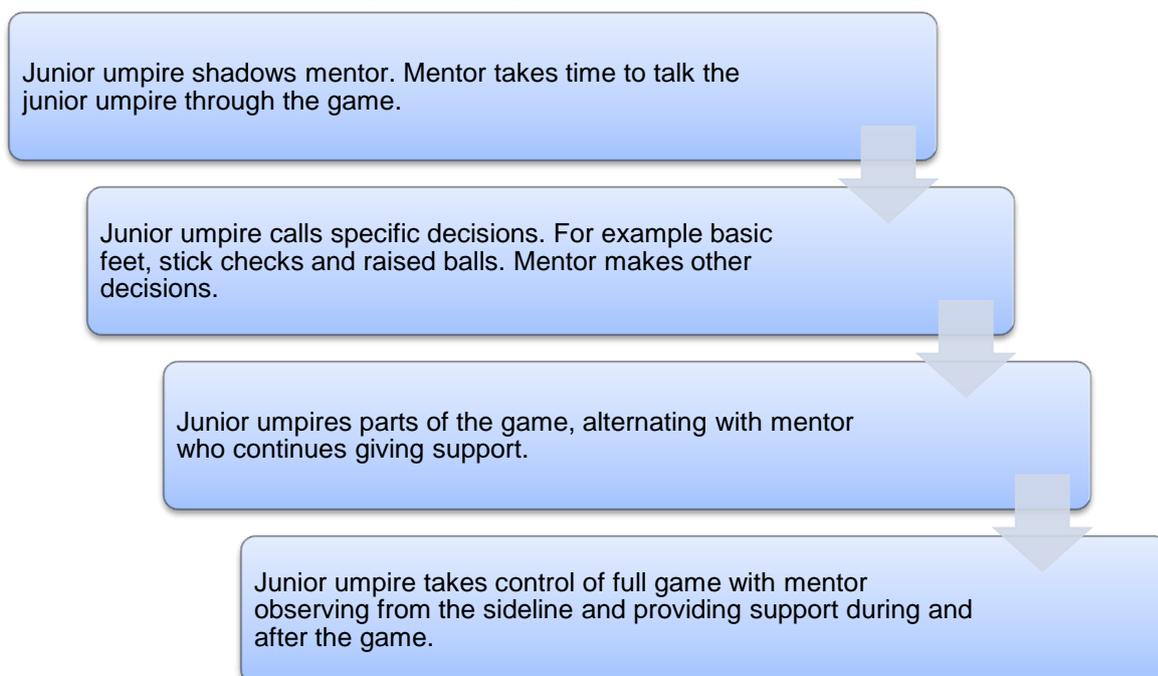
## Feedback During and After the Game

Providing feedback during the game clearly makes up a large part of your role as a mentor. Another crucial aspect will be providing written feedback after games. This is vital early on in the development of a new umpire.

All THA junior umpires will be allocated a 'THA Umpire Log' booklet to monitor progress. Mentors are responsible for completing this information and relaying feedback to the umpire.

## UMPIRING PATHWAY

### Entry Point into Umpiring and Staged Approach to Mentoring Umpires



# MENTOR JOB DESCRIPTION

## Qualifications:

- Actively involved with umpiring or THA panel umpire;
- Nationally Accredited Umpire Coach;
- Current blue card (*appendix 1*).

## Skills required:

- Good communicator;
- Self motivated and self confident;
- Reliable;
- Positive approach;
- Commitment;
- Ability to assess young umpires in game situations;
- Good listener;
- Empathy.

## Main duties:

- Be available for a specified number of hours or sessions;
- Be available for the young umpire to contact by phone or e-mail;
- Observe and assess the young umpire;
- Discuss the umpire's games/sessions - any problems encountered, giving positive feedback and action points;
- At the end of each mentoring session complete the individual umpires 'THA Umpire Log' booklet.

## Benefits of becoming a mentor:

- Volunteering is fun;
- Being valued by the organisation;
- Being valued by young people;
- A very rewarding experience;
- Assistance and guidance on being a mentor;
- Developing new umpire coaches for the future;
- Improvement of own coaching related skills such as communication, analysis and observation.

The role of the mentor is crucial in the development of umpires within the Association. Without the appropriate guidance, direction and coaching, we risk losing umpires before they get the chance to properly develop their skills.

## THA MENTORING STANDARDS

These standards have been developed for mentors to be used as a guideline when assessing umpires at each junior playing level within the Association.

### Under 11 Mentoring Standard

Basic rule interpretation:

- Focus is on: Foot, stick checks, danger;
- Obstruction is nearly impossible to blow at this age;
- Just ensure that they are being consistent with blowing the same things throughout the game.

Signals:

- See a signal for all the decisions for everything (i.e. Penalty corner – show the corner signal, and then point to foot to indicate what the breach was);
- Whistle tone: We want them to get confident with blowing the whistle;
- Have fun – it's not a chore. These kids want to be out here doing it. We need to make it enjoyable and make them feel like they are learning and getting better;
- Be POSITIVE with their feedback. We don't want them to walk away feeling like they have done a 'bad job'.

### Under 13 Mentoring Standard

General Rule interpretation:

- Focus is on: Foot, Obstruction, 5m, danger, stick check.
- Consistency throughout the game.

Signals:

- See a signal for all the decisions for everything (i.e. Penalty corner – show the corner signal, and then point to foot to indicate what the breach was);
- Whistle tone: varying whistle tones for 'big' decisions;
- Supporting co-umpire: look for support and provide support when required;
- Be POSITIVE with their feedback. We don't want them to walk away feeling like they have done a 'bad job'.

### J Division Mentoring Standard

At this age, the umpires are starting to develop and this is their stepping stone into seniors. We need to ensure that they are

Rule interpretation:

- New Rules (PC Breaking) – at this age, most of these kids are playing seniors, so this rule should be enforced properly;
- Foot, 5m & Obstruction – all should be blown consistently & fairly – ensuring that a stick check 'is' a stick check and not just a noise;
- Tackles – ensure that tackles are being executed correctly. Bad tackles should be penalised appropriately. Ensure that 'play breaking tackles' outside the circle are penalised;
- Advantage – develop advantage skills;
- Control – use control measures (10m etc);
- Cards – umpires need to recognise the difference between a green card offence and a yellow card offence at this level;
- Supporting co-umpire: look for support and provide support when required;
- Positioning – work on the positioning;

Signals:

- Want to see a signal for all the decisions for everything (ie: Penalty corner – show the corner signal, and then point to foot to indicate what the breach was).
- Whistle tone: varying whistle tones for 'big' decisions;
- Supporting co-umpire: look for support and provide support when required;
- Be POSITIVE with their feedback. We don't want them to walk away feeling like they have done a 'bad job'.

# APPENDIX 1 BLUE CARD POLICY

## 1. BLUE CARD COMPLIANCE POLICY

### 1.1 Introduction

- 1.1.1 This policy supports the Toowoomba Hockey Association Inc. (THA) position in providing a safe environment for all players and others who engage in the game of hockey.
- 1.1.2 This policy has been created to endeavour to protect all THA individual members who are under 18 years of age from all forms of physical or mental violence, exploitation and abuse (including sexual abuse) while under the care and conduct of any coach, trainer, manager or other official.
- 1.1.3 This policy provides direction to all THA affiliated clubs on the procedures for complying with the requirements for the Working with Children Check – Blue Card administered by the Commission for Children and Young People and Child Guardian Act (2000).

### 1.2 Definitions And Roles

- 1.2.1 The Commission means the Commission for Children and Young People and Child Guardian (CCYPCG) which is an independent statutory authority which promotes and protects the rights, interests and well being of children and young people in Queensland.
- 1.2.2 Regulated Employment means that the usual functions of the employment (including volunteer work) include or are likely to include:
  - a) Providing services at an Association level that are directed mainly towards children; or
  - b) Conducting activities at an Association level that mainly involve children; and
  - c) The services are provided, or the activities are conducted, by or within an Association level or similar entity.
- 1.2.3 Disqualified person – It is an offence for a 'disqualified person' to apply (sign) for a blue card or renew a blue card. Further it is also an offence for a 'disqualified person' to:
  - a) Make an application to carry on, or continue carrying on a regulated business; or
  - b) Apply for, or start or continue in, regulated employment.A 'disqualified person' is a person who:
  - c) Has been convicted of a disqualifying offence (including a child-related sex or pornography offence, or murder of a child); or
  - d) Is a reportable offender with current reporting obligations under the *Child Protection (Offender Reporting) Act 2004*; or
  - e) Is under a child protection offender prohibition order; or
  - f) Is under a disqualification order prohibiting them from applying for or holding a blue card.
- 1.2.4 Disqualifying offence – a list of disqualifying offences is available from the CCYPCG.

### 1.3 Who Does The Working With Children Check Relate To?

- 1.3.1 Children under 18 years of age who are volunteers are not required to undergo a criminal history check under this category.
- 1.3.2 All volunteers and paid employees over the age of 18 who work with children or young people must apply for a blue card.
- 1.3.3 All volunteers must hold a blue card before they start volunteering in any area of regulated employment, regardless of how often they come into contact with children and young people.
- 1.3.4 The Association has recognised and accepted that parents who are actively involved in working with and/or supervising children are not always involved in the same or similar activities from week to week. Therefore parents who are involved in an official capacity with juniors are required to complete the blue card screening procedures.
- 1.3.5 The following is a list of persons who must complete the screening procedures:
  - a) THA committee member and Board of Directors;
  - b) Coach and assistant coach;

- c) Umpires and mentors;
- d) First aid officer;
- e) Team manager and assistants;
- f) Paid employees who work with children.

NOTE: This list is in no way limited to the above categories. Any volunteer involved in working with participants under the age of 18 years must complete the screening process.

## 1.4 Background Of The Working With Children Check – Blue Card

- 1.4.1 The Working with Children Check is a detailed check of a person's criminal history (if any) including charges or convictions.
- 1.4.2 This involves a check of relevant police information held by Police Services in Australia. The Commissioner also considers relevant disciplinary information held by certain professional organisations. In addition, information from police investigations into allegations of serious child-related sexual offences will be taken into account, even if no charges were laid because the child was unwilling or unable to proceed.
- 1.4.3 A volunteer whose application to work with children and young people is approved is issued with a **positive notice** letter and blue card.
- 1.4.4 A volunteer whose application is refused, is issued with a **negative notice** which prohibits him/her from working in the particular categories of employment defined by the Act.

## 1.5 Procedures For Completing The Blue Card Application/Renewal

- 1.5.1 The THA and all parties involved in the following procedures and processes will endeavour to ensure that any information or actions relating to such issues remain confidential.
  - a) The THA must warn any employee/volunteer prior to signing a blue card application, that it is an offence for a disqualified person to sign a blue card application. Penalties may apply to the organisation if a person is not warned. Each individual person who applies for a blue card or renewal is then responsible themselves for deciding whether they fall into the 'disqualified person' category.
  - b) The THA shall require each of the earlier listed persons (the person) to complete the Working with Children blue card application/renewal form which includes a consent (the consent) to check police information.

Note: Proof of Identity must be sighted by the THA Volunteer Coordinator or Board of Directors when completing the application forms as specified on the application forms. However a prescribed person i.e. a justice of the peace, a commissioner for declarations, a lawyer or a police officer may sight the documents only if:

- The applicant's usual residence is more than 50km from the Association address, or
- The applicant has a disability that affects his or her mobility.

- 1.5.2 All identified volunteers will be required to complete the blue card screening policy requirements every two (2) years from the date the initial blue card was issued. This process will be closely monitored by the THA along with the Commission.
- 1.5.3 It is an offence for a disqualified person to sign a blue card application. Penalties of up to five (5) years imprisonment or a fine of up to \$50,000 may apply.
- 1.5.4 The blue card is transferable across all categories of employment and businesses screened by the Commission. Association volunteers who currently hold a blue card with another organisation shall complete an *authorisation to confirm a valid blue card/application form* and forward the form showing proof of that card and the Association, as a registered CCYPCG Authorised Person shall verify the blue card.
- 1.5.5 The THA may require the person to sign a *authorisation to confirm a valid blue card* or request that the blue card be sighted from time to time.
- 1.5.6 Where the person cannot provide proof of holding a current blue card the following will apply:
  - a) In the case of an applicant for a position of office at Association level, the person shall not be appointed to that position.

- b) In the case of a person already acting in such a position, the person shall immediately cease to carry out that position.
  - c) Where the person is employed by the Association, and the member is required to work with children under the age of 18 years, the volunteer will be given the opportunity to respond, with the purpose of determining whether the person should have their employment/participation terminated.
- 1.5.7 The THA shall input a lodgement date into their blue card register and forward the completed *Working with Children Blue Card Application/Renewal Form* to the Association. To speed up the process a scan is acceptable as long as the original is posted. The Association shall upon receipt of the same, input a lodgement date into the THA membership database and on forward the *application/renewal* form as soon as practicable to the Commission for processing.
- 1.5.8 The THA Volunteer Coordinator and Board of Directors shall review the information contained in the advice received back from the Commission.
- a) That the person has been sent a **positive notice** indicating that the application has been approved under the Commission for Children and Young People and Child Guardian Act 2000 and a Blue Card has been issued; or,
  - b) The person has **withdrawn** their **consent** to employment screening and a suitability notice has not been issued; or,
  - c) A notice has been received in relation to **discontinuance** for employment screening indicating that the Commission was unable to contact the applicant and the application has been discontinued; or
  - d) The person has had a **change in criminal history** which may be relevant to their child-related employment; or
  - e) The person has been sent a **negative notice** indicating that the application has NOT been approved under the Commission for Children and Young People and Child Guardian Act 2000 and a Blue Card has NOT been issued.

NOTE: The Commissioner has a range of obligations to consider when assessing a person's criminal history and if a person's criminal history suggests they should not hold a Blue Card, the Commissioner will ask them to provide a submission on any police or disciplinary information held about them, explaining why they should not be refused a blue card.

- 1.5.9 When advice is provided to the THA Volunteer Coordinator and Board of Directors (in confidence) that the person has any of the above notices from the Commission, the THA Volunteer Coordinator shall do the following:
- a) **Withdrawn Consent** – the volunteer must not fulfil any positions or activities involving young people under the age of 18 years, pending a suitability notice being issued by the Children's Commission and clearance from the THA Volunteer Coordinator and Board of Directors or appointee. The THA will advise the volunteer or paid employee via a confidential letter and ensure that the volunteer does not fulfil any positions or activities involving young people under the age of 18 years.
  - b) **Discontinuance of Employment Screening** – the volunteer or paid employee must not fulfil any positions or activities involving young people under the age of 18 years, pending a suitability notice being issued by the Children's Commission and clearance from the THA Volunteer Coordinator or Board of Directors. The THA will advise the volunteer or paid employee via a confidential letter and ensure that the volunteer or paid employee does not fulfil any positions or activities involving young people under the age of 18 years.
  - c) **Change In Criminal History** – The THA will advise the volunteer or paid employee via a confidential letter that there has been a change in criminal history and ensure that the volunteer or paid employee does not fulfil any positions or activities involving children and young people under the age of 18 years. If he/she is acting in a position, he/she must cease to carry out that position.

NOTE: The Act states that the employer must not terminate this person's employment or continued employment solely or mainly because of the notification of this change however should ensure that the risk management strategies cater for this situation.

- d) **Negative Notice** – A negative notice will be issued if a person has been convicted of a serious offence (other than an disqualifying offence) unless they can satisfy the Commissioner that their case is an exceptional one in which it would not harm the best interests of children. The

THA Volunteer Coordinator or Board of Directors will suspend the volunteer or paid employee automatically who has been charged with a 'disqualifying offence'.

These volunteers or paid employees must not begin or continue to work in regulated employment or carry on a regulated business until a new card has been issued.

NOTE: There is no right of appeal where a volunteer has been issued with a negative notice for a conviction for a disqualifying offence where they were sentenced to imprisonment or a disqualification order was made. This means the person is banned for life from holding or applying for a blue card. If an applicant is issued with a negative notice for any other kind of offence, the person is notified of the decision and the reasons for it. They then have the right to have the decision reviewed by the Children Service Tribunal. The THA Volunteer Coordinator or Board of Directors will monitor closely the outcomes of any such negative notices.

1.5.10 A blue card holder can also become a disqualified person if:

- a) They are convicted of a disqualifying offence and sentenced to a term of imprisonment; or
- b) Become subject to reporting obligations; or
- c) Become subject to a final offender prohibition order; or
- d) Become subject to a disqualification order.

In the latter case, the Commission must cancel the person's blue card and issue a negative notice. The decision cannot be reviewed and the person is prohibited from working in child-related activities as regulated by the Act.

## 1.6 BLUE CARD RENEWALS

1.6.1 Existing blue card holders will be notified by the Commission approximately eight (8) weeks before their card expires. It is the responsibility of the volunteer to ensure that when the renewal application form is completed: they are not a disqualified person; they use the appropriate form; and forward the completed form to the THA Volunteer Coordinator. A criminal history check will again be conducted on the card holder and if their application is approved, the person will be issued with a new blue card.

1.6.2 It is an offence for a disqualified person to sign a blue card application. Penalties of up to five (5) years imprisonment or a fine of up to \$50,000 may apply.

NOTE: Please ensure that the volunteers are completing the QRL specific renewal form as the renewal notification from the Commission may direct the volunteer to a generic form as opposed to QRL's specific form.

## 1.7 MAINTENANCE OF INFORMATION

1.7.1 Where the THA Volunteer Coordinator receives the information from the Commissioner which shows that an applicant has a positive statement and a blue card was issued, information will be recorded into the THA membership database inclusive of registration number and expiry date. Hard copies of this information will be maintained for seven (7) years.

1.7.2 Where the THA Volunteer Coordinator receives a negative notice, withdrawal, discontinuance or change of criminal history letter which shows that the person **has not** been issued with a blue card, the volunteer or paid employee will be identified on the THA membership database as either restricted activities or suspended to ensure that the volunteer does not fulfil any activities or work that are related to children or young people. This information will be maintained for seven (7) years.

1.7.3 All documents received by the THA Volunteer Coordinator shall be confidential.