



# Umpire Administration Procedures

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## **Umpire Administration Procedures**

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## Introduction

British Rowing umpires are administered by the:

### **National Umpiring Committee (NUC)**

The NUC reports to the Sport Committee of British Rowing and is responsible for the administration, training, and examination of umpires.

Rowing umpiring licences are administered by the NUC through its secretary who shall maintain the Register of Licensed Umpires (referred to as the Register).

The NUC secretary will also liaise with British Rowing to ensure the British Rowing database is kept up to date.

### **Multi-Lane Umpiring Panel (MLUP)**

The MLUP is responsible to the NUC and the British Rowing Board for Multi-Lane Endorsement of British Rowing licences and World Rowing matters respectively.

### **Regional Umpiring Committees (RUC)**

The RUC's report to the NUC and to their Regional Rowing Councils and provide local administration, training, and examination of umpires.

### **Policies and Guidance**

The following British Rowing Policies and Guidance apply to all British Rowing umpires:

<https://www.britishrowing.org/about-us/policies-guidance/>

### **Scope**

For the avoidance of doubt this document covers British Rowing umpires only. Scottish Rowing umpires, Welsh Rowing umpires and umpires from other national federations or other rowing organisations are not administered by British Rowing apart from any international aspects which are covered by the MLUP and the British Rowing Board.

## British Rowing Membership

All umpires must be registered members of British Rowing as defined in the Rules of Racing glossary (excluding Scottish & Overseas, Indoor or Friend of British Rowing membership types).

All trainees adopted by their Regional Umpiring Committee (RUC) must also meet this membership requirement before fulfilling any umpiring roles under the direct supervision of a relevant umpire as defined in the Rules of Racing.

British Rowing memberships for all umpires (apart from life members) run out at the end of September and must be renewed if the person wishes to carry on umpiring.

Umpires who fail to renew their British Rowing membership by the end of September are not authorised to officiate at competitions from October 1<sup>st</sup> and will be suspended from the Register until their British Rowing membership is renewed.

Umpires who then fail to renew their British Rowing membership by the end of December will be removed from the Register and British Rowing will be informed accordingly.

If the umpire subsequently renews their British Rowing membership their Regional Umpiring Committee chair can ask for them to be reinstated on the Register.

The umpire's British Rowing membership will be dated from its original expiry date and will still run out at the end of September.

A British Rowing Umpires Licence is indicated by an endorsement on the British Rowing Membership Card.

## Trainee Umpires

Anyone interested in taking up umpiring should express that interest through the umpiring page on the British Rowing website (<https://www.britishrowing.org/knowledge/courses-qualifications/umpiring/>). Their details will be passed on to the relevant RUC for the enquiry to be followed up.

Candidates who apply directly to their RUC should be asked to complete the online form to ensure their details are captured and the disclaimer is signed.

The RUC will provide an outline of the umpire training programme and examinations within the region.'

Trainees that have been adopted by their RUC may then fulfil some umpiring roles as defined in the Rules of Racing (6-1-4).

### New Licence Requirements

To become an umpire a trainee must:

- Be aged 18 or over.
- Be a member of British Rowing.
- Pass the examination and satisfy their RUC of their competence.
- Complete the online Rules of Racing module in RowHow.

Candidates may sit the examination a maximum of three times. A candidate may appeal against any decision regarding the examination to their RUC and then, if necessary, to the NUC Appeals Panel.

## New Licence Applications

Once the criteria for becoming an umpire have all been met the RUC chair should apply to the NUC for a licence to be issued.

This is done using the 'Licence Application' form.

The new umpire should fill in the top half of the form ticking the boxes to indicate that they have completed the online Rules of Racing module and that they agree with the declaration of capability and competence.

New umpires do not need to be members of a club but do have to be affiliated to a specific region. This does not need to be the region in which they live.

The chair of the new umpire's RUC should complete the bottom section of the form and return the form to the NUC secretary.

If necessary, the NUC secretary will seek clarification of the details provided and might discuss the application with the RUC and NUC chairs if there are any concerns about adding the person onto the Register.

The NUC secretary shall then add the person on to the Register and shall inform British Rowing and, from time to time, inform any other bodies that might need to know. For example, the rowing clothing company Rock the Boat is informed of all new umpires so that the umpire can buy British Rowing branded umpire clothing.

All new licences will be given an expiry date of 31 December of the year following the year in which the criteria listed above were met.

British Rowing will update their records and will issue the new umpire with a new membership card indicating that they are now an umpire and will also issue the umpire with a copy of the Umpires' Handbook and an Umpire lapel badge.

The person's membership renewal date will also be moved forward to the end of September to bring it in line with all umpires. This might mean the umpire gets a period of 'free' membership.

The NUC secretary will generate a certificate for the new umpire. This will be signed by the NUC chair and the RUC chair and will be passed to the RUC chair for presentation at a suitable occasion.

## **Multi-Lane Endorsement**

To qualify for a British Rowing licence, endorsed for competence to umpire courses with four or more lanes, a person must be recommended by their RUC to the MLUP and must successfully complete a qualifying course and pass an examination.

In general, the MLUP runs an examination every year for those umpires who wish to gain this Endorsement.

The MLUP secretary will send out ML application forms to the RUC chairs in November or December for the following year's examination.

The RUC chair should pass the application form on to any prospective candidates. The candidate must fill in the form and return it to their RUC chair for the chair to approve. The chair will then return the completed form to the MLUP secretary before, or at, the NUC's annual meeting in January.

The NUC will review the list of names put forward and will pass them on to the MLUP.

The MLUP will consider the applications put forward and will let the prospective candidates know by the end of January if their application has been successful.

In principle umpires should have held a national licence for at least three years before being put forward as a ML candidate.

RUC chairs should ensure that prospective candidates have sufficient umpiring experience and have established a strong grounding in the Rules of Racing. They should also consider assigning their candidate(s) a mentor either from within their own region or arrange one with a separate region to support the candidate to capitalise on their exposure.

The NUC secretary will generate a certificate for umpires who pass the ML endorsement examination. This will be signed by the NUC chair and the MLUP chair and will be presented at a suitable occasion.

The NUC secretary will also inform British Rowing who will issue a new membership card showing the multi-lane endorsement.

## World Rowing Umpiring Licences

International umpires' licences are issued by the World Rowing Umpiring Commission and are valid until the upper age limit specified by World Rowing, provided the umpire maintains their national umpiring licence and attends a World Rowing umpiring seminar at least every four years.

Candidates for World Rowing licences must hold a British Rowing or Welsh Rowing licence endorsed for multi-lane umpiring by British Rowing, or a Scottish Rowing licence endorsed for multi-lane umpiring by Scottish Rowing, and must have successfully completed a qualifying course, which is run by the MLUP, to enable them to be recommended to the World Rowing Umpiring Commission for examination.

## Licence Renewals

A new umpiring licence is usually granted for up to two years and must then be renewed.

Licence renewal is completed between September and December of each year with a final cut-off date of 31 December.

The NUC secretary sends out renewal forms and the list of licences that are due to expire to RUC chairs **by late September** for the RUC chairs to forward on to those who need them.

The umpire should complete the renewal form, ticking the boxes to confirm that they have:

- completed the online Rules of Racing module since 1 Sept. of the current year.
- an appropriate British Rowing Membership.
- included a record of their umpiring activities.

They should then 'sign' the form to indicate that they agree with the declaration of capability and competence. The form should then be returned to their RUC chair ideally **by late October**.

Licences can then be renewed for either one or three years depending on whether the umpire meets the requirements in Appendix A.

The RUC will recommend to the NUC that:

- The licence should be renewed for three years if the requirements in Appendix A have been met.
- The licence should be renewed for one year if the requirements in Appendix A have not been fully met.
- The licence should be withdrawn.

It is important that the renewal procedure is conducted within certain timeframes:

- a. Umpires whose renewal forms have not been returned to the NUC secretary by **the end of December** are not authorised to officiate at competitions from **1 January** and will have their licences withdrawn and will be removed from the Register.
- b. If the umpire subsequently presents satisfactory renewal forms and meets the other criteria for renewal their RUC chair can ask for them to be reinstated on the Register subject to the following:
  - If the renewal forms are received and other criteria are met after 31 December but on or before 31 March, the umpire shall be given a one-year renewal.
  - If the forms are received and other criteria are met after 31 March, the umpire shall be regarded as someone returning to umpiring (see People Returning to Umpiring).

There is a right of appeal against any non-renewal or one-year renewal. This appeal should be made to the NUC Secretary who will forward it to the NUC Appeals Panel.

Further details regarding the processing of renewal forms between the RUCs and the NUC can be found in Appendix D.

## Transferring Between Regions

An umpire can request to be moved from one region's list to another's. This will be granted subject to the agreement of the two RUC chairs involved.

The RUC chairs should send the appropriate details to the NUC secretary who will update the NUC's records.

Any umpire who transfers region will need to have their licence renewed by their new region at the end of the year in which they transferred.

## Resignations

Any umpire wishing to resign should inform their RUC chair.

The RUC chair should then inform the NUC secretary using the 'Licence Removal' form.

Resignations will have immediate effect unless the umpire has expressed a desire to stop umpiring at a future date (e.g. the end of the year).

The NUC secretary will remove the person from the Register and will inform British Rowing accordingly.

## Retirements

Any umpire wishing to retire should inform their RUC chair.

The RUC chair should then inform the NUC secretary using the 'Licence Removal' form.

Retirements take effect from 31 December of the current year unless the umpire failed to renew their British Rowing membership at the end of September in which case the retirement will take effect from 30 September.

The NUC secretary will remove the person from the Register and will inform British Rowing accordingly.

## Removal of Umpiring Licences

An umpire's licence may be suspended or withdrawn at any time by the NUC on the recommendation of the relevant RUC or at the request of British Rowing.

The NUC secretary shall also remove from the Register any umpires who:

- Resign.
- Cancel their British Rowing membership.

In addition, on 1 January each year, the NUC secretary shall remove from the Register all umpires who have:

- Retired.
- Failed to renew their licence in accordance with the current NUC procedures.
- Failed to renew their British Rowing membership.
- Been named by three club or competition committees before 1st December in that year as persons they wish to be removed from the Register.

An umpire whose name it is proposed to remove from the Register shall be informed of the reasons for such proposal and may request their retention on the list. Those concerned will be informed of the decision of such appeal in writing.

An umpire may appeal against any decision regarding the renewal of their licence to their RUC and then, if necessary, to the NUC. Those concerned will be informed of the decision of such appeal in writing.

## **Retirement Certificates**

If appropriate the RUC chair can request a Retirement Certificate for an umpire who has retired or resigned. These certificates are issued by British Rowing at the request of the NUC secretary and will be posted to the RUC chair's home address for presentation at a suitable occasion.

## **Certificate of Appreciation**

British Rowing can also issue a 'Certificate of Appreciation' in recognition of outstanding commitment to umpiring. This might be appropriate if the umpire has served on an umpiring committee for many years but is not yet retiring.

Requests for a Certificate of Appreciation should be made initially through the NUC secretary.

## **People Returning to Umpiring**

Any person whose umpiring licence lapsed or was withdrawn or who formally resigned or retired may return to umpiring as follows:

- a. If it is up to 3 years since the person last held a licence then they need to take a formal refresher course on the Rules of Racing (including changes since the licence expired), complete the online Rules of Racing module and attend a domestic seminar.
- b. If it is 3 or more years since the person last held a licence then they need to start again and retake the examination.
- c. The returning person shall be a registered member of British Rowing before a licence is issued.
- d. All licences for people returning to umpiring will be given an expiry date of 31 December of the current year if it is less than one year since they last held a licence or 31 December of the following year in all other cases.

The RUC chair should use the 'Licence Application' form to request a new licence for someone returning to umpiring.

## NUC Appeals Panel

The NUC Appeals Panel shall hear and decide upon any appeals from umpires regarding:

- a. Their licence renewals.
- b. Any other decisions, complaints, problems, about an umpire that are not covered in this document.

The Panel will consist of the NUC chair or the NUC deputy chair (if the NUC chair has already been involved in the case) and two other regional chairs drawn from a pool of four regional chairs nominated for this purpose at the NUC's first meeting of the year (normally January).

In addition:

- The Panel may co-opt members if necessary.
- The chair of the Multi-Lane Umpiring Panel will be on the Panel if it concerns a World Rowing umpire's British Rowing licence.
- The Panel may conduct its business by email if all parties agree.
- At Panel hearings parties may represent themselves or may be represented. If represented the parties should give seven days' notice of that representation identifying who that representative is to be.
- Generally, the process should take place quickly to ensure the list of umpires in the British Rowing Almanack is correct.
- The NUC secretary, on behalf of the Panel, shall communicate to the umpire and the RUC chair to inform them of the outcome.
- The decision of the NUC Appeals Panel is final.

## Appendix A - Umpire Licence Renewal Requirements

For a licence to be renewed the umpire must:

- be a registered member of British Rowing as defined in the Rules of Racing glossary (excluding Scottish & Overseas, Indoor or Friend of British Rowing membership types).
- and must have completed the online Rules of Racing module.

An umpire's licence can then be recommended for renewal based on their domestic seminar attendance record and on their umpiring activity record.

### Domestic Seminar Attendance Requirement

To meet the domestic seminar requirement the umpire must have either attended a domestic seminar (in real time, not just watched a recording) or qualified as an umpire in the previous three calendar years. The seminar can be regional or multi-lane. The initial seminar for multi-lane candidates or World Rowing seminars do not count.

### Umpiring Activity Requirement

Umpiring activity is based on either the last two or the last three calendar years depending on the type of renewal.

The period being assessed is three years for all umpires apart from those who qualified the previous year or who were added back onto the list in the previous year in which case the period being assessed is the last two years.

To meet the umpiring activity requirement during that period the umpire must:

- have umpired at domestic competitions on a minimum of three separate days and for a minimum of twelve hours each year.

or

- if in one year (and one year only) during the period being assessed the 'three and twelve' requirement has not been met then the total over the period should be used.

This is summarised in the following table:

<b>Renewal Type</b>	<b>Period being assessed</b>	<b>Minimum Activity Days &amp; Hours</b>	<b>If not met in 1 year Days &amp; Hours</b>
Exam in the previous year	2 years	3 & 12 each year	6 & 24 over 2 years
Returned > 12 months	2 years	3 & 12 each year	6 & 24 over 2 years
Normal 3-year renewal	3 years	3 & 12 each year	9 & 36 over 3 years
On 1-year renewal for no seminar	3 years	3 & 12 each year	9 & 36 over 3 years
On 1-year renewal for low activity	3 years	3 & 12 each year	9 & 36 over 3 years
Transferred region	3 years	3 & 12 each year	9 & 36 over 3 years
Returned < 12 months	3 years	3 & 12 each year	9 & 36 over 3 years

#### **If the seminar and umpiring requirements have both been met:**

- The licence can be renewed for three years or one year if requested by the umpire.
- However, if the RUC has any reservations about the umpire's capabilities or the variety of umpiring that has been undertaken (either in terms of location or duties), the RUC can recommend a one-year renewal and can attach conditions to that renewal to ensure the specific issues are addressed (e.g. additional seminar attendance, specific training regarding ML starts, completion of a British Rowing online learning module, completion of a safeguarding course, attendance at a wider range of competitions, etc.).

#### **If the seminar requirement has not been met:**

- If the umpire was on a one-year renewal for not attending a seminar the licence cannot be renewed.
- Otherwise, the licence can be renewed for one year.

This covers cases where the umpire has not attended a domestic seminar but is still, in the RUC's view, someone who should be kept on the list. The RUC should take into account the umpire's activity record when considering the renewal application.

An umpire on a one-year renewal must meet the seminar attendance requirement to retain their licence. They cannot be given another one-year renewal unless that requirement has been met.

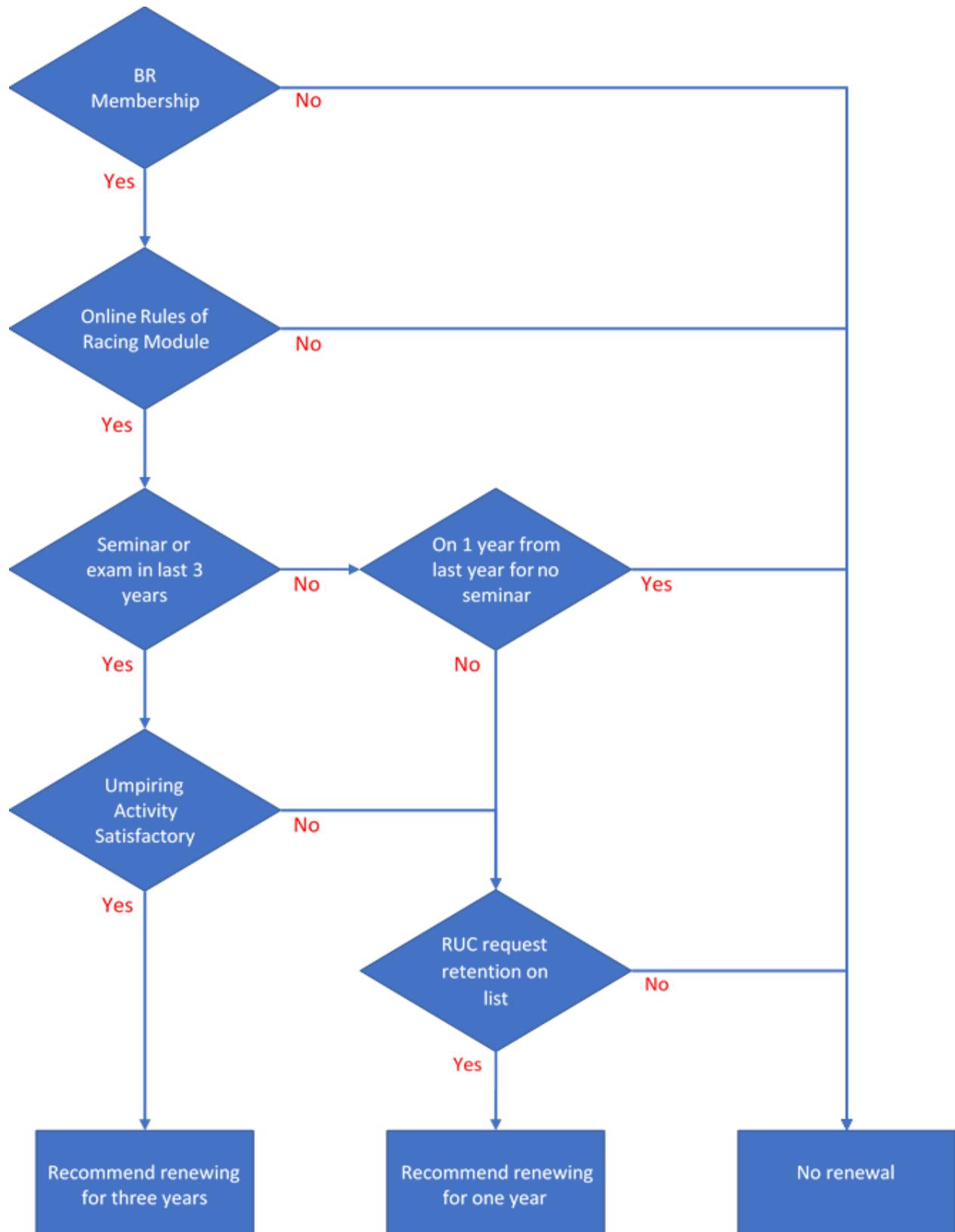
#### **If the seminar requirement has been met but the umpiring requirement has not been met:**

- The licence can be renewed for one year.

## Notes

- Being a Race Committee Chair counts towards meeting the umpiring activity requirements but just being a member of a Race Committee does not count.
- Similarly launch driving, Race Control, Entries Secretary, commentary, timekeeping, Safety Adviser, Welfare Officer, RUC Rep., etc., do not count.
- Competitions that have been cancelled, for whatever reason, do not count towards meeting the activity requirement.
- There is no provision for an 'exceptional' or 'conditional' three-year renewal if the umpire does not meet the seminar requirement or the activity requirement.
- The umpire can appeal against a one-year renewal.

## Appendix B - Renewal Summary



## Appendix C - Umpires' Handbook Summary

The Umpires' Handbook contains the following summary of the licence administration process.

### Licence administration

This is a summary of the licence administration processes. More details are available through the National Umpiring Committee and the Regional Umpiring Committees.

All umpires must be registered members of British Rowing as defined in the Rules of Racing (excluding Scottish & Overseas, Indoor or Friend of British Rowing membership types). To help manage this, the British Rowing membership of all umpires expires on the same day, the 30 September. It is important, for insurance purposes that this renewal is done in time. A reminder may be sent out near the time. If the membership renewal is done late then it will be backdated to the previous 30 September and you will not gain any extra time.

A new umpiring licence is usually granted for up to two years and must then be renewed. A list of those required to renew is sent by the NUC secretary to each RUC Chair for forwarding. These need to be completed and returned to the Chair by the end of the year or the umpire's licence will be withdrawn.

The RUC will recommend to the NUC whether the licence should be renewed. The options are:

- Renew for three years if everything is in order.
- Renew for one year if there is a concern.
- Refuse to renew.

To qualify for a three-year renewal, the umpire must have complied with the minimum standard as set down. That minimum standard being that the umpire must have officiated on a minimum of three separate days at domestic competitions each year and officiated for a minimum of twelve hours and attended at least one domestic seminar during the previous three years. Arrangements are in place to cater for the umpire not being able to meet these requirements in one year of the three-year period.

There is a right of appeal against any non-renewal or one-year renewal. This appeal should be made to the NUC Secretary who will forward it to an Appeal Panel of three NUC members.

It is important that the renewal procedure is conducted within certain time frames. Umpires who fail to renew their British Rowing membership in September are not authorised to officiate at competitions from October 1st and will be suspended from the NUC register until their British Rowing membership is renewed. Umpires who have not renewed their British Rowing membership by 31 December or who fail to return their renewal documents by 31 December will be removed from the Register of Umpires and will not be named in the Almanack for the relevant year.

### UMPIRE UNIFORM

Grey or white trousers/skirt, blue or white shirt, blazer, and tie.

Official British Rowing Umpire embroidered shirts are available for purchase.

There is a less formal dress of British Rowing Umpire embroidered polo shirts that some competitions may prefer to adopt. These are available for purchase in either blue, white, or yellow.

For suppliers of logoed merchandise contact your Regional Umpiring Committee.

## Appendix D - Further Details about the Renewal Process

The appendix provides further details about how licence renewals are processed between the RUCs and the NUC.

Once completed renewal forms have been sent to the RUC chair the RUC should check whether the form meets the requirements described in Appendix A and the RUC then has three options:

1. Complete the lower section and send the form to the NUC secretary **as soon as possible**.
2. Ask the umpire for more supporting evidence before completing the lower section.
3. Refuse to sign form and inform the umpire and the NUC secretary accordingly. In this case the umpire can appeal to the RUC, should that be unsuccessful the umpire can appeal directly to the NUC Appeals Panel.

The RUC should send completed renewal forms to the NUC secretary ideally by **late November but by 31 December at the latest**.

This process can be done electronically. Receipt of renewal forms from the RUC chair's email address (or from that of a designated RUC member) will suffice instead of a written signature.

The NUC secretary, on behalf of the NUC to ensure consistency across all regions, has two choices:

1. Renew in accordance with the recommendation of the RUC and inform the RUC Chair accordingly.
2. Refer the renewal back to the RUC chair if the form is inconsistent with the agreed minimum requirements, is lacking information, or if the NUC secretary has any reservations about the renewal. In this case the RUC chair should review the form, provide additional information if necessary, and return to the NUC secretary. The NUC secretary will state the reason for sending the form back to the RUC chair.

If the renewal form is returned but the NUC secretary still has reservations the NUC secretary shall refer it to the NUC Appeals Panel. The Appeals Panel shall then decide if the licence is to be renewed or not.

The NUC secretary, on behalf of the Appeals Panel, shall write (email is sufficient) to the umpire and the RUC chair to inform them of the referral.