



Australian Government
Australian Sports Commission

BENCH OFFICIAL

Netball Australia Bench Officials Accreditation Framework

Updated 2019



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1.1 Introduction

- Bench Officials have an important role to play – they are responsible for ensuring the correct score is recorded, the correct time is played and other match details are recorded accurately.
- The Netball Australia Bench Officials Accreditation Framework has been designed to assist the development of new Bench Officials through a series of two accreditation levels that relate to the techniques required at the different levels of competition.
- Member Organisations are required to utilise these procedures and protocols when hosting Netball Australia National Championships, the Australian Netball League and Suncorp Super Netball.
- Other related policies and documents:
 - Netball Australia Discipline & Grievance Policy
 - Netball Australia Member Protection Policy
 - Netball Australia Bench Officials selection, assessment and performance management guidelines.
 - Netball Australia Integrity Framework

1.2 Licensing/Franchise Arrangements

- Member Organisations of Netball Australia are licensed to deliver the Bench Officials Accreditation Framework in accordance with the Netball Australia License Agreement.

1.3 Insurance

- The Netball Australia Risk Protection Program provides Public Liability (\$20,000,000) and Professional Indemnity (\$20,000,000) insurance. Any State/Territory Member Organisation that is not part of the National Risk Protection Program will be required to provide the same level of Public liability and Professional Indemnity insurance.
- All Bench Officials must be registered members of their local State/Territory Netball Association prior to Accreditation being granted, to ensure adequate insurance cover. This membership must be maintained annually, whilst the Bench Official is still actively fulfilling Bench Official duties.

1.4 Bench Officials Code of Behaviour

- In addition to Netball Australia's General Code of Behaviour, Bench Officials must meet the following requirements with regard to their conduct during any activity held by or under the auspices of Netball Australia, Member Organisations or Affiliates in their role as a Technical Official.
 1. Officiate in accordance with the Official Rules of the Game and Event/Competition Guidelines.
 2. Treat all players, coaches, umpires and other match officials with respect.
 3. Act with integrity and objectivity, and accept responsibility for your decisions and actions.
 4. Be consistent and impartial when making decisions.
 5. Maintain a high standard of personal behaviour at all times.
 6. Be a positive role model through behaviour and personal appearance projecting a favourable image of netball and officiating at all times.
 7. Be courteous, respectful and open to discussion and interaction.
 8. Maintain or improve your current performance level and seek continual improvement.

1.5 Flexible Delivery

- Netball Australia is committed to providing flexibility in the delivery and assessment of the Bench Officials Accreditation. This includes:
 - Individual requests considered from candidates for flexibility, within the framework of ensuring fairness for others and integrity of the assessment process.
 - Participants can complete the Bench Officials Education Course online, at a time and place that suits them.
 - Participants can complete the Rules of Netball Online Exam at a time and place that suits them.

1.6 Recognition of Prior Learning (RPL)

- RPL is the acknowledgement obtained through formal training, work experience and or life experience in the past four (4) years. RPL takes into account a person's skills and experiences, no matter where these were learnt, to enable people to gain credit in a training program of study.
- The purpose of the RPL process is to identify and assess previously acquired skills and knowledge pertinent to the competencies of accreditation, to enable applicants to either obtain accreditation for the State or National Bench Official's levels or gain credit for a particular module of the program.
- Applications for RPL should be directed to Netball Australia, through the respective Member Organisation, and must be submitted using the Bench Officials Accreditation RPL Application Forms found in Appendix 3 and 4.
- Netball Australia may require the applicant to undertake a practical assessment to establish the level of RPL granted.

1.7 Member Protection Policy

- Netball Australia is committed to treating all people with respect, dignity and fairness. These values along with the basic right of all netball members to participate in an environment that is enjoyable, safe and healthy, has resulted in the development and implementation of the Netball Australia Member Protection Policy.
- The Member Protection Policy applies to Member Organisations, Affiliates and Members (including athletes, coaches, umpires, technical officials, volunteers and support personnel). Any breach of the policy including the Code of Behaviour may result in disciplinary action, including de-registration as an Accredited Bench Official. The Member Protection Policy and related support documents can be accessed via the Netball Australia website: netball.asn.au.

1.8 Dispute Resolution

- All complaints must be submitted in writing to Netball Australia. Appeals regarding a breach in process must be received within 14 days of the incident.
- Complaints will be considered by a Dispute Resolution Panel consisting of three members, appointed by Netball Australia as required. The dispute will be considered and notification provided within 30 days of receipt of the complaint.
- If the dispute is related to the outcome of an assessment task, the participant may be permitted to be re-assessed.
- A new Assessor must undertake this re-assessment, at a time suitable to both parties. This process must be completed within 6 months of the appeal being lodged by the participant.
- No further appeals will be considered.

1.9 Records

- Netball Australia and all State/Territory Member Organisations are required to keep an updated list of the Bench Official's name, address, phone, email address, level of accreditation on MyNetball. These records are to be maintained for accreditation and updating purposes.

1.10 Community Engagement

- Netball in Australia has identified a need to make the game of netball more accessible to the diverse needs of Australia's population.
- Increasing access to netball has many advantages in increasing the number of people who:
 - Benefit from participation
 - Become volunteers and leaders
 - Are part of the talent pool for elite sport.
- With sport being such a valuable opportunity not only to socialise, but to improve health and wellbeing, removing barriers is vital for increasing participation of all Australians.

2.1 Bench Officials Accreditation Framework Quality Assurance

- Netball Australia will use the following strategies to assess the Netball Australia Bench Officials Accreditation Framework:

2.2 Member Organisation

- Netball Australia will meet as required with each Member Organisation to discuss the Bench Officials Accreditation Framework and gain feedback relating to current processes and procedures.
- Netball Australia expects each Member Organisation to employ a Bench Officials Coordinator (or equivalent) to manage the implementation of the Bench Officials Accreditation Framework within each Member Organisation.
- Member Organisations may appoint Bench Official Committees to provide technical advice in the area of Bench Official development within the Member Organisation.

2.3 Netball Australia

- As deemed appropriate, Netball Australia will consult with identified external stakeholders to help inform the strategic direction in relation to bench officials' development.
- Netball Australia will liaise with other areas within netball including umpiring, team managers and event operations as required.
- Netball Australia will, in its discretion, assemble working groups to support the development of national bench official projects or initiatives. Working groups will be determined based on the skill set required to complete the project/initiative.
- Netball Australia will analyse data on numbers of participants completing the Bench Officials Education Course, and progressing to higher levels of accreditation will be analysed on a regular basis.
- The Bench Officials Education Course will undergo a thorough review every four years, and input will be sought from Member Organisation personnel and other identified key stakeholders. Appropriate amendments will be made and the course will be submitted to the ASC for renewed registration.

2.4 International Netball Federation

- Netball Australia will assemble a suitable group of stakeholders to provide recommendations to the Netball Australia Board regarding the International Netball Federation Bench Officials procedures.

2.1 Netball Australia Bench Officials Accreditation System

- The Netball Australia Bench Officials Accreditation Framework has been designed to assist the development of new Bench Officials through a series of two accreditation levels that relate to the techniques required at the different levels of competition.
- A State Bench Official Accreditation must be held prior to gaining a National Bench Official Accreditation, unless RPL has been granted.
- Netball Australia Bench Officials must be a minimum of 16 years of age at the time of Accreditation.
- Candidates may be assessed up to twice in any calendar year for the same Level Bench Official Accreditation.
- Accreditation is valid for four (4) years.

Figure 1: National Bench Officials Accreditation Framework

Pre-Requisites			Accreditation Level	Competition Level Available
Theory Examination	Course	Assessment		
Rules of Netball Theory Exam (online)	Bench Officials Education Course (online)	1 State League match - candidate undertakes Scorer 1 and Timer 1 roles for half of the game (e.g. Scorer 1 role for Q1 & Q2; Timer 1 role for Q3 & Q4).	State Bench Official	State League National Championships Australian Netball League
Current State Bench Official's Accreditation		2 matches at State League (top division) (1 x Scorer and 1 x Timer) NB: Assessment may be undertaken at National Championships or Australian Netball League as approved by Netball Australia.	National Bench Official	Australian Netball League Suncorp Super Netball International Test Matches International Events

Figure 2: State Level Bench Accreditation



Figure 3: National Level Bench Accreditation



2.2 Online Bench Officials Education Course

- The Online Bench Officials Education Course is a pre-requisite for the State Bench Officials Accreditation and subsequently the National Bench Officials Accreditation.
- At the conclusion of the Online Bench Officials Education Course, participants will be able to:
 - Apply the competition rules and regulations that relate to Bench Officiating at State, National or International level.
 - Perform all Bench Official duties in a professional and ethical manner.
 - Use timing equipment and Umpire Alert Systems.
- The Online Bench Officials Education Course is a free online course that is accessible all year.
- Participants must successfully complete all modules of the Course to be awarded a pass mark.
- There is no minimum age for a candidate to enrol in the Bench Officials Education Course.
- A certificate is generated for all candidates who successfully pass the Course.

2.1 Rules of Netball Online Exam

- The Rules of Netball Online Theory Exam is a pre-requisite for the State Bench Officials Accreditation and subsequently the National Bench Officials Accreditation.
- The Rules of Netball Online Theory Exam tests the basic rules of the game, is an online examination that is accessible all year.
- A certificate is generated for all candidates who achieve a pass (70% or above).
- The most recent examination mark is the current result.
- The Rules of Netball Theory Exam marks are valid for 4 years.

2.2 State Level Bench Officials Assessment (Awarding of State Level Bench Official Accreditation)

- All candidates are required to pass a practical assessment on one (1) match at State League (1/2 x Scorer and 1/2 x Timer) to be awarded their State Level Bench Official Accreditation.
- Candidates must hold the required pre-requisites prior to being assessed for their State Level Bench Official Accreditation.
- Candidates may be assessed using a Member Organisation State League scoresheet. Assessment does not have to be conducted on the national/international scoresheet.
- Candidates must be assessed using the State Bench Officials Practical Assessment Form (Appendix 1).
- The candidate must be assessed competent in all performance criteria to gain Accreditation.
- There is no minimum number of matches a candidate must have completed prior being assessed for a State Level Bench Official Accreditation. However, prior to assessment a candidate should be viewed by an appropriately qualified assessor and be deemed ready for assessment.
- Assessment will be conducted by one (1) x currently accredited National Bench Official.

2.3 National Level Bench Official Assessment (Awarding of National Level Bench Official Accreditation)

- All candidates are required to pass a practical assessment on two (2) matches at State League (top division) (1 x Scorer and 1 x Timer) to be awarded their National Level Bench Officials Accreditation.
- Candidates must hold the required pre-requisites prior to being assessed for their National Level Bench Officials Accreditation.
- Assessment may be undertaken at National Championships as approved by Netball Australia.
- Candidates must be assessed using the National Bench Official Practical Assessment Form (Appendix 2).
- Candidates must be assessed using the national/international scoresheet.
- The candidate must be assessed competent in all performance criteria to gain Accreditation.
- There is no minimum number of matches a candidate must have completed prior being assessed for a National Level Bench Official Accreditation. However, prior to assessment a candidate should be viewed by an appropriately qualified assessor and be deemed ready for assessment.
- Assessment will be conducted by one (1) x currently accredited National Bench Official.

2.4 Assessor Qualifications

- Bench Officials Assessors must:
 - Hold a current Netball Australia National Bench Officials Accreditation or be approved by Netball Australia; and
 - Have at least (2) years' experience at National or International level.
- All Assessors will be selected at the discretion of the Member Organisation to ensure quality control.
- Netball Australia shall have the right to:
 - Approve Assessors not covered by the above criteria after evaluation of such person's relevant experience and knowledge of the sport and having regard to the prevailing circumstances.
 - Nominate a suitably qualified Bench Managers to conduct random checks to assess the quality of delivery of the course being conducted.

2.5 Assessor Training

- Assessors are encouraged to attend a generic Presenter & Assessor Training Course available through State/Territory Sport Education Centres

2.6 Updating Requirements

- Netball Australia recommends that all Bench Officials who attain their accreditation continue to upgrade their knowledge, skills and competencies.
- The updating program aims to raise the overall quality of bench officials within netball by ensuring they are provided with ongoing education and development opportunities covering areas such as:
 - Keeping abreast of the latest information on developments within netball.
 - Rules knowledge and current interpretations.
 - Having access to the most up-to-date procedures and protocols related to bench officiating.
- Netball Australia requires a bench official to reach the specified number of points of updating activity to remain accredited at the relevant accreditation level.

Accreditation	Update Requirements
State	Attain the National Bench Official Accreditation within four years of the achievement date. OR Achieve 20 hours of updating activity over a four-year period.
National	Achieve 40 hours of updating activity over a four-year period.

Updating Activities

- 50% of the required updating hours should be completed through practical bench officiating.
- Practical bench officiating can be undertaken at any level and may occur on a regular basis (weekly, fortnightly) or in specific situations such as camps, carnivals etc.

Netball Australia State Bench Official Update Criteria

Netball Australia State Bench Official Accreditation is valid for four (4) years. The period starts when a Netball Australia certificate of accreditation is issued.

Points to be completed: 20 (Minimum practical component: 10 hours) 1 point = 1 hour

Updating Requirements	
Event	Points
Practical bench officiating	15 points
Complete the Rules of Netball Theory Exam – 70% or higher	5 points
Attend Member Organisation approved bench official workshop	5 points
Attend Member Organisation approved bench officials conference	10 points
Attend Member Organisation approved bench officials camp	20 points
Complete Netball Australia online education course (non-accredited)	5 points per course
Complete the Netball Australia online Foundation Umpire Course	5 points
Complete the ASC Introductory Officiating General Principles online course	5 points
Attain Netball Australia National Bench Official Accreditation	Meets total requirements

Netball Australia National Bench Official Update Criteria

Netball Australia State Bench Official Accreditation is valid for four (4) years. The period starts when a Netball Australia certificate of accreditation is issued.

Points to be completed: 40 (Minimum practical component: 10 hours) 1 point = 1 hour

Updating Requirements	
Event	Points
Practical bench officiating, which may include appointment as a Bench Manager for State League, ANL, SSN or International Test Match	25 points 1 point = 1 hour
Complete the Rules of Netball Theory Exam – 70% or higher	5 points
Facilitate a Member Organisation based workshop/conference/camp	15 points
Complete Netball Australia online education course (non-accredited)	5 points per course
Complete the Netball Australia online Foundation Umpire Course	5 points
Complete the ASC Introductory Officiating General Principles online course	5 points
Attend Member Organisation approved bench official workshop	5 points
Attend Member Organisation approved bench officials conference	10 points
Attend Member Organisation approved bench officials camp	20 points

2.7 Updating Process

- Bench Officials can update their accreditation online through MyNetball, by following these steps:
 - Log in to MyNetball using MyNetball ID.
 - Click on the **learning** tab and select **online learning**.
 - Click the blue button to **browse available courses**.
 - Click on the **updating panel**.
 - Select relevant accreditation from the list.
 - Follow the on-screen instructions to review and update accreditation.
 - Request the update.

2.8 Member Organisation Exchange Programs

- The purpose of the Member Organisation Exchange Program is to provide opportunities for Bench Officials, not a part of a Suncorp Super Netball state, to bench officiate with training support in another Member Organisation.
- Member Organisation Exchanges are arranged at the discretion of each Member Organisation.
- All associated costs (travel, accommodation, meal allowance) are to be paid by the organising Member Organisation.

APPENDIX 1: STATE BENCH OFFICIAL - PRACTICAL ASSESSMENT FORM

NAME:			
MEMBER ORGANISATION:		DATE:	
PREREQUISITES:	<input type="checkbox"/> Current Rules of Netball Online Exam Pass (70% or above) <input type="checkbox"/> Successful completion of the online Bench Officials Education Course		

The candidate must be assessed competent in all performance criteria to gain accreditation

SCORER ASSESSMENT

Performance Criteria	Competent	Not yet competent / Reason:
Accurately records all information on State League scoresheet.		
Clearly and consistently records all letters and numbers on State League scoresheet.		
Reads signals from the umpire in relation to scoring of a goal/no goal and penalty goal.		
Effectively communicates with other members of the score bench.		

TIMER ASSESSMENT

Performance Criteria	Competent	Not yet competent / Reason:
Conducts equipment audit prior to the game.		
Clearly advises umpire at 30 seconds and 10 seconds prior to game start, during stoppages and at the end of each interval.		
Is familiar with signals from the umpire in relation to holding time and restart of time.		
Effectively communicates with other members of the score bench.		

ASSESSOR:		
RESULT:	<input type="checkbox"/> PASS <input type="checkbox"/> RE-PRESENT	
COMMENTS:		



APPENDIX 2: NATIONAL BENCH OFFICIAL - PRACTICAL ASSESSMENT FORM

NAME:			
MEMBER ORGANISATION:		DATE:	
PREREQUISITES:	<input type="checkbox"/> State Bench Official Accreditation (current)		

The candidate must be assessed competent in all performance criteria to gain accreditation

SCORER ASSESSMENT

Performance Criteria	Competent	Not yet competent / Reason:
Accurately records all information on official scoresheet.		
Clearly and consistently records all letters, numbers and symbols (including dots) on official scoresheet.		
Accurately records all shooting statistics at the end of each quarter and the game.		
Reads signals from the umpire in relation to scoring of a goal/no goal and penalty goal		
Effectively communicates with other members of the score bench.		
Maintains concentration, composure and focus throughout the match		

TIMER ASSESSMENT

Performance Criteria	Competent	Not yet competent / Reason:
Conducts equipment audit prior to the game.		
Conducts an operational check of the electronic scoreboard and Tissot Timing Device (where in use, e.g. SSN or International Test Match).		
Conducts an operational check of the Umpire Alert Units prior to usage and after fitting.		
Clearly advises umpire at 30 seconds and 10 seconds prior to game start, during stoppages and at the end of each interval by demonstrating ability to operate Tissot Timing Device and Umpire Alert Units efficiently.		
Accurately completes the Time stoppage forms.		
Is familiar with signals from the umpire in relation to holding time and restart of time.		
Effectively communicates with other members of the score bench.		
Maintains concentration, composure and focus throughout the match.		

ASSESSOR:	
RESULT:	<input type="checkbox"/> PASS <input type="checkbox"/> REPRESENT
COMMENTS:	

APPENDIX 3: STATE BENCH OFFICIAL - RPL APPLICATION FORM

STATE BENCH OFFICIALS ACCREDITATION – RPL APPLICATION FORM					
SECTION 1 – Personal Details					
Name:				Date of Birth:	
Address:			State:	Post Code:	
Phone:		Mobile		Email	
Club / Organisation:					
SECTION 2 – Evidence (compulsory)					
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.					
Accreditation Level	Competencies			Summary of evidence provided	
State Bench Official	<ul style="list-style-type: none"> • Explain the competition rules and regulations • Display professionalism, integrity and ethical conduct in your role as an Official. • Implement the correct administration procedures during State level events. • Conduct Equipment Audit • Usage of stopwatches according to the procedures. • Operation of the Umpire Alert Unit 				
SECTION 3 – Declaration (compulsory)					
I declare that the evidence I have provided is a true and accurate record of my educational, work and life experiences:					
Signature of Applicant				Date	
PAYMENT - Applicants must pay an RPL administration fee. (Fee will be determined on a case by case basis. As a guide the cost will be approximately \$50 per hour required to assess the application. Candidate will be provided with an estimate upon submission.)					
Amount Payable	\$				

APPENDIX 4: NATIONAL BENCH OFFICIAL - RPL APPLICATION FORM

NATIONAL BENCH OFFICIALS ACCREDITATION – RPL APPLICATION FORM					
SECTION 1 – Personal Details					
Name:				Date of Birth:	
Address:			State:	Post Code:	
Phone:		Mobile		Email	
Club / Organisation:					
SECTION 2 – Evidence (compulsory)					
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.					
Accreditation Level	Competencies			Summary of evidence provided	
National Bench Official	<ul style="list-style-type: none"> • Explain the competition rules and regulations • Display professionalism, integrity and ethical conduct in your role as an Official. • Demonstrate a range of communication strategies to develop effective relationships, minimise conflict and deal with disputes effectively. • Implement the correct administration procedures during National level events • Usage of stopwatches • Operation of the Tissot Timing Device • Operation of the Umpire Alert Unit 				
SECTION 3 – Declaration (compulsory)					
I declare that the evidence I have provided is a true and accurate record of my educational, work and life experiences:					
Signature of Applicant				Date	
PAYMENT - Applicants must pay an RPL administration fee. (Fee will be determined on a case by case basis. As a guide the cost will be approximately \$50 per hour required to assess the application. Candidate will be provided with an estimate upon submission.)					
Amount Payable	\$				