Netball Australia Bench Officials
Accreditation Framework
Updated 2015
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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 the ANZ Championship.

- Other related policies and documents:
  - Netball Australia Discipline Bylaw
  - Netball Australia Member Protection Policy

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.

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:
  o Individual requests considered from candidates for flexibility, within the framework of ensuring fairness for others and integrity of the assessment process.
  o Participants can complete the Bench Officials Education Course online, at a time and place that suits them.
  o Participants can complete the Section 1 Umpires Theory Exam online, 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.
  - 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/fax number, 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:
  o Benefit from participation
  o Become volunteers and leaders
  o 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.
2.0  **Bench Officials Accreditation Framework Quality Assurance**

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

2.1  **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.

2.2  **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.
2.3 **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.

3.0 **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

<table>
<thead>
<tr>
<th>Pre-Requisites</th>
<th>Accreditation Level</th>
<th>Competition Level Available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Theory Examination</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Umpires Theory Exam (online)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bench Officials Education Course (online)</td>
<td>State Bench Official</td>
<td>State League National Championships</td>
</tr>
<tr>
<td>1 State League match - candidate undertakes Scorer 1 and Timer 1 roles for half of the game (e.g. Scorer 1 role for Q1 &amp; Q2; Timer 1 role for Q3 &amp; Q4).</td>
<td>State Bench Official</td>
<td>State League National Championships</td>
</tr>
<tr>
<td><strong>Current State Bench Official’s Accreditation</strong></td>
<td>National Bench Official</td>
<td>Australian Netball League ANZ Championship International Test Matches International Events</td>
</tr>
<tr>
<td>2 matches at State League (top division) (1 x Scorer and 1 x Timer)</td>
<td>National Bench Official</td>
<td>Australian Netball League ANZ Championship International Test Matches International Events</td>
</tr>
<tr>
<td>NB: Assessment may be undertaken at National Championships as approved by Netball Australia.</td>
<td>National Bench Official</td>
<td>Australian Netball League ANZ Championship International Test Matches International Events</td>
</tr>
</tbody>
</table>

Figure 2: State Level Bench Accreditation

Section 1 Theory Exam (online) - 70% or more + Bench Officials Education Course (online) + State Level Bench Officials Assessment = State Level Bench Accreditation
4.0 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.
4.1 Section 1 Umpire Theory Exam

- The Section 1 Theory Examination is a pre-requisite for the State Bench Officials Accreditation and subsequently the National Bench Officials Accreditation.

- The Section 1 Theory Examination tests the basic rules of the game.

- The Section 1 Theory Examination 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.

- Section 1 Theory Examination marks are valid for 6 years.

4.2 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 currently accredited National Bench Officials.
4.3 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 currently accredited National Bench Officials.

4.4 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.
4.5 **Assessor Training**
- Assessors are encouraged to attend a generic Presenter & Assessor Training Course available through State/Territory Sport Education Centres

4.6 **Updating Policy**
- Accreditation updating requires the completion of various related tasks within a four (4) year period following the successful completion of a Bench Officials Accreditation, unless a higher level of accreditation is achieved.

<table>
<thead>
<tr>
<th>Course</th>
<th>Updating Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Bench Official</td>
<td>• Hold a current Section 1 Umpires Theory Exam Pass</td>
</tr>
<tr>
<td></td>
<td>• Officiate a minimum two times per year.</td>
</tr>
<tr>
<td>National Bench Official</td>
<td>• Hold a current Section 1 Umpires Theory Exam Pass</td>
</tr>
<tr>
<td></td>
<td>• Officiate at State or National level a minimum two times per year.</td>
</tr>
</tbody>
</table>

Further recommended updating activities, which can replace one practical officiating requirement, include:

- Attend a Course Presenters/Assessors course.
- Present a State Bench Officials professional development workshop.
- Complete the Netball Australia Online Level One Umpires’ Course.
- Complete the ASC introductory Officiating General principles course.

4.7 **Updating Process**
- Submit completed updating form to the relevant Member Organisation.
- Updating log/form must be signed by current National Bench Official or Member Organisation at time of participation.
- If a Bench Official does not update their accreditation within the specified four year period, Netball Australia may:
  - require the official to re-do the entire training program; or
  - require the official to undertake a specified number of activities as determined by Netball Australia.

4.8 **Member Organisation Exchange Programs**
- The purpose of the Member Organisation Exchange Program is to provide opportunities for Bench Officials, not a part of an ANZ Championship 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: |  |
| ☐ Current Section 1 Umpire Theory Exam Pass (70% or above) |  |
| ☐ Successful completion of the online Bench Officials Education Course |  |

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

### SCORER ASSESSMENT

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

### TIMER ASSESSMENT

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

**ASSESSOR:**

**RESULT:**

☐ PASS ☐ RE-PRESENT

**COMMENTS:**
APPENDIX 2: NATIONAL BENCH OFFICIAL - PRACTICAL ASSESSMENT FORM

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

<table>
<thead>
<tr>
<th>Performance Criteria</th>
<th>Competent</th>
<th>Not yet competent / Reason:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conducts equipment audit prior to the game.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conducts an operational check of the electronic scoreboard and Tissot Timing Device (where in use, e.g. ANZ Championship or International Test Match).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conducts an operational check of the Umpire Alert Units prior to usage and after fitting.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accurately completes the Time stoppage forms.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is familiar with signals from the umpire in relation to holding time and restart of time.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effectively communicates with other members of the score bench.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintains concentration, composure and focus throughout the match.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ASSESSOR:**

**RESULT:**

- [ ] PASS
- [ ] REPRESENT

**COMMENTS:**
## APPENDIX 3: STATE BENCH OFFICIAL - RPL APPLICATION FORM

### STATE BENCH OFFICIALS ACCREDITATION – RPL APPLICATION FORM

<table>
<thead>
<tr>
<th>SECTION 1 – Personal Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Date of Birth:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>State:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Mobile</td>
</tr>
</tbody>
</table>

Club / Organisation:

<table>
<thead>
<tr>
<th>SECTION 2 – Evidence (compulsory)</th>
<th></th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Accreditation Level</th>
<th>Competencies</th>
<th>Summary of evidence provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Bench Official</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Explain the competition rules and regulations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Display professionalism, integrity and ethical conduct in your role as an Official.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Implement the correct administration procedures during State level events.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Conduct Equipment Audit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Usage of stopwatches according to the procedures.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Operation of the Umpire Alert Unit</td>
<td></td>
</tr>
</tbody>
</table>

### 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:

<table>
<thead>
<tr>
<th>Signature of Applicant</th>
<th>Date</th>
</tr>
</thead>
</table>

### 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.)

<table>
<thead>
<tr>
<th>Amount Payable</th>
<th>$</th>
</tr>
</thead>
</table>
# NATIONAL BENCH OFFICIALS ACCREDITATION – RPL APPLICATION FORM

## SECTION 1 – Personal Details

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>State:</th>
<th>Post Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>Phone:</th>
<th>Mobile</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>National Bench Official</th>
</tr>
</thead>
</table>

### Competencies

- 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

### Summary of evidence provided

## 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:

<table>
<thead>
<tr>
<th>Signature of Applicant</th>
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