

4.2. CHIEF UMPIRE AND CHIEF TIMER COMPETENCIES

SCOTTISH CURLING UMPIRE DEVELOPMENT PROGRAMME (UDP) - COMPETENCIES FOR CHIEF UMPIRES AND CHIEF TIMERS

OVERVIEW

The positions of Chief Umpire and Chief Timer, which are officiating roles credited at Level 3 or above within the Umpiring Development Programme, are ones that should receive respect from players, coaches, other Umpires and representatives of the organisation governing the competition. In order to gain and retain this respect, they must be aware of their conduct 24 hours a day during the time of the competition. For a further details please refer to the expectations of a senior official in the Technical Officials' Code of Conduct.

The general competencies for each level can be summarised under the four main headings listed below of SKILLS, QUALITIES, ATTITUDE and EXPERIENCE.

The specific competencies listed are there to assist you in working at and towards those levels. You should be in a position to show, at for example a personal development review meeting, that you have achieved the specific competencies outlined below where appropriate to the championship/competition(s) you have officiated.

**SCOTTISH CURLING UMPIRING DEVELOPMENT PROGRAMME
SUMMARY REFERENCE TABLE**

	TO ACHIEVE LEVEL				TO MAINTAIN LEVEL		
	Course work (minimum)	Practical	Max. Time Frame		Course work (minimum)	Practical (minimum)	Max. Time Frame
LEVEL 3	Attendance at Advanced Course	4 Competitions or Championships	5 years		Attendance at 1 refresher day every 3 years	4 Competitions or Championships	5 years
LEVEL 4	Attendance at 1 refresher day every 3 years	4 Championships	5 years		Attendance at 1 refresher day every 3 years	4 Championships	5 years
LEVEL 5	Attendance at 1 refresher day every 3 years	4 Championships	5 years		Attendance at 1 refresher day every 3 years	4 Championships	5 years

Level of Umpiring	Qualifications Needed	UDP Competency Framework
Level 3	Introduction to Umpiring & Advanced Umpire Courses	Skills • Have up to date knowledge and understanding of Scottish Curling's Rules and their application. • The ability to settle disputes while maintaining appropriate conduct. Qualities • At all times; umpire consistently, accurately and independently with complete impartiality • Maintain a total focus throughout the duration of the match and is not distracted by any external influences • Work with other officials and event management personnel in a professional manner • Complete paperwork as requested by senior umpire • Record Last Stone Draw (LSD) measures Attitude • Create good working relationships between the athletes, coaches, other officials, ice technicians, media and site personnel. Experience • Officiate at Scottish Curling competitions or championships as a Chief Umpire • Officiate at major national championships as a Deputy Umpire • Officiate at major national championships as a Chief Timer • Engage in other Scottish Curling officiated competitions

Level 4	Introduction	Skills
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	to Umpiring & Advanced Umpire Courses	• Have up to date knowledge and understanding of the official Scottish Curling Rules and their application. • An awareness of World Curling Federation (WCF) protocols & procedures for international competitions. • The ability to settle disputes while maintaining appropriate conduct. Qualities • At all times: umpire consistently, accurately and independently with complete impartiality • Maintain a total focus throughout the duration of the match and is not distracted by any external influences • Work with other officials and event management in a professional manner • Complete comprehensive paperwork, accurate recording of draws, LSD measures Attitude • Seek continuous improvement of skills, techniques & knowledge through both formal learning and shared experiences. • Create good working relationships between the athletes, coaches, other officials, ice technicians, media and site personnel. • Provide clear leadership & direction to other officials Experience • Officiate at major championships as a Chief Umpire • Have been appointed by the WCF as a Game Umpire or Chief Timer at an International Championship. • Engage in other Scottish Curling officiated competitions • Umpire in supervisory positions at major national Scottish Curling Championships
Level 5	Introduction to Umpiring & Advanced	Skills • Have a comprehensive, up to date knowledge and understanding of the official Scottish Curling Rules and their application. • An awareness of World Curling Federation (WCF) protocols a procedures for International Competitions. • Have an understanding of Scottish Curling's Disciplinary Policy & Procedures and other relevant specific

	Umpire Courses	competitions policies • The ability to settle disputes while maintaining appropriate conduct. • Demonstrate the ability to organise, deliver and delegate roles and responsibilities to other officials. Qualities • At all times; umpire consistently, accurately and independently with complete impartiality • Maintain a total focus throughout the duration of the match and is not distracted by any external influences • Work with other officials and event management in a professional manner • Complete comprehensive paperwork accurate recording of dam and LSD measures. Attitude • Seek continuous improvement of skills, techniques & knowledge through both formal learning and shared experiences. • Create good working relationships between the athletes. Coaches, other officials, ice technicians, media and site personnel. • Provide clear leadership and direction to other officials within the officiating team. • Develop and support emerging Umpires through guided learning and feedback Experience • Officiate at major national championships as a Chief Umpire • Have been appointed by the WCF as a Deputy Chief Umpire or Chief Umpire at an International Championship. • Umpired in supervisory positions at major national Scottish Curling Championships • Engage in other Scottish Curling officiated competitions and National training sessions including squad camps (where appropriate).
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SPECIFIC TASKS – CHIEF UMPIRE

PRE-COMPETITION

Requirement	Competition	Date	Self-Assessment of Requirement
Prepare a Team Meeting Document for all National Championships leading to international representation in consultation with Scottish Curling's Competition Co-ordinator or Team Information Sheet (all other Scottish Curling competitions)			



Confirm with Scottish Curling arrangements for meals and accommodation (if applicable) for all umpires			
Ensure there are sufficient copies of all necessary forms and that files to record results have been received from the Scottish Curling office.			
Prepare a working schedule for the Umpires and make it available to them in advance of the competition.			
Confirm with the Umpires their arrival times, and advise of any social functions they must attend and the dress requirements.			
Set up the Umpires' room with the help of the Umpires.			
Oversee the Pre-competition Check of the ice and facilities.			
Liaise with Ice Technicians regarding stone and ice conditions.			
Meet with the Umpires to review rules and game procedures.			
Assign tasks to the Umpires for the Team Meeting and (if applicable) pre-competition practices.			
Confirm team uniforms and that they comply with Scottish Curling Policy			
Confirm persons sitting on coach bench.			
Conduct the Team Meeting.			

DURING THE COMPETITION

Requirement	Competition	Date	Self-Assessment of Requirement
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Be available to the coaches and teams at least 45 minutes before draw time. (National Championships)			
Collect team line-up changes (if any)			
Update LSD database for each draw.			
Be an extra pair of eyes for the Game Umpires and time clock operators.			
Monitor players' and coaches' uniforms and crests to ensure they conform to guidelines.			
Monitor movements and conduct of all persons in the Field of Play and on the coaches' bench during the entire competition.			
Render decisions when Umpire rulings have been appealed.			
Keep a record of all umpiring activity.			
Resolve issues as they arise.			
If required, run debriefing meeting with GUs, CT and DCT			
Assign ice for playoff games in consultation with the Chief Ice Technician and the Competition Co-ordinator.			
Meet with representatives of the playoff teams after the last round robin game to discuss stone selection, sheet assignments, special practice times, etc. for the playoff games. This process will be repeated after each game.			
Assign Umpires to the playoff games and special practices.			
Oversee the placing of selected stones on to the game sheet if appropriate for playoff games.			

Oversee doping control and liaise with Medical Officer, if required.			
Oversee media requests in conjunction with Scottish Curling's Media Relations Officer.			
Where there is a Sportsmanship award distribute ballots to all players at their last round robin game. Ballots are to be returned to the Chief or Deputy Chief Umpire on site before the teams leave the venue that day.			

POST COMPETITION

Requirement	Competition	Date	Self-Assessment of Requirement
Prepare and submit Chief Umpire's Report to the Competition Co-ordinator within 14 days of the conclusion of the event with the exception of any disciplinary /violation sheets which <u>must be submitted within 24 hours</u>			
Analyse situations that occurred at the event and make recommendations if they may be better handled at future events.			
If the Chief Umpire wishes to raise any issue regarding individual Umpire performances in confidence, which were noteworthy either for deficiencies or excellence, they should contact either the Umpiring Convenor or Competition Co-ordinator directly.			

SPECIFIC TASKS – CHIEF TIMER

PRE-COMPETITION

Requirement	Competition	Date	Self-Assessment of Requirement
Be completely familiar with timing software			
Familiar with Windows Operating Systems esp. Installation/Uninstallation of programs, matching screen resolutions.			
Be completely familiar with the equipment, its use and care, and how it is set up.			
Recognise any problem, and be able to troubleshoot it.			
List and organise the correct pieces of equipment for the competition, including a spare set of essential items, to be on-site.			
Obtain a list of volunteers TCOs from organising body and prepare a duty roster template for timers according to the draws for the competition and the availability of volunteers.			
Ensuring the necessary facilities are in place for timer training pre-competition, including translation if required.			
Preparation of the time recording forms if they are not to be prepared on site.			
Set up the timing bench with the help of the Deputy Chief Timer, including checking tables and chairs for timers are suitable.			
Arrange for timing setup to allow for evening practice where necessary			
Check that each piece of equipment and software is functioning correctly.			



Attend CU's meeting with Umpires for review of procedures relating to timing.[start of games, tie-outs, error correction, running out of time]			
Set up a pre-competition practice clock for umpires to use			
Set up room for timer training session.			
Meet with timers and run training session, including practice video.			
Finalise duty roster for who will report for duty each draw.			
Ensure timers have access to refreshments, secure storage for belongings, extra warm clothing.			
Report to any technical meeting held pre-competition.			

DURING THE COMPETITION

Requirement	Competition	Date	Self-Assessment of Requirement
Check, before each draw, that correct parameters for the game have been input, and that all timing equipment is running correctly.			
Check timers are all present and have necessary forms, clipboards, pencils and spare pencils.			
Carry out a radio check with all other officials.			
Supervise pre-game practice.			
Co-ordinate synchronised start of clocks for the games.			

Supervise all timers starting and stopping clocks according to the rules			
Ensure times are recorded, and forms completed at game-end			
Ensure all procedures for Team Time-outs, Technical Time-outs, correction for three types of any timing error, teams running low on time, extra ends are all carried out correctly.			
Assign timers to play-off and medal games.			
Ensure all procedures for Team Time-outs, Technical Time-outs, correction for three types of any timing error, teams running low on time, extra ends are all carried out correctly.			
Ensure timers conform to any dress and conduct codes.			
De-brief with Deputy CT and CU			

POST COMPETITION

Requirement	Competition	Date	Self-Assessment of Requirement
Carefully dismantle timing equipment and pack up ready for transport to storage. Include a note of any damages, faults or shortages.			



SCOTTISH CURLING

Prepare and submit a Chief Timer's Report for Competition Coordinator or TD, including any recommendations for future events.			
If required, prepare and submit to any training body, a list of volunteers and the number of sessions worked satisfactorily.			