



WEST INDIES CRICKET UMPIRES ASSOCIATION

TRAINING AND EXAMINATION COMMITTEE

TRAINING AND EXAMINATION POLICY

1. Mission and Vision Statement

Mission Statement; To transform the potential abilities of umpires into world class officials with a high demand for their services on the global market of umpiring. To foster pride, development and achievement of every umpire who trains under the auspices of the WICUA.

Vision Statement; To become the number one umpires training unit in a competitive environment to facilitate training and learning that reflects professionalism, leadership, excellence and teamwork.

2. Training and Examination Committee

The Chairman of the Committee shall be responsible for ensuring that the duties assigned to the committee are carried out professionally, efficiently and effectively and within the stipulated time as prescribed.

The Secretary shall be responsible to assist the chairman with the efficient management of the committee and the duties assigned to it constitutionally and otherwise from time to time.

The Chairman and Secretary of the Committee shall be responsible for the setting, distribution, collection, correcting and management of all WICUA examinations.

The members of the committee shall be responsible for the conduct and execution of policies, procedures, examinations, training, and other matters relevant to training and development of umpires in their respective territory, sub-territory or zone.

Members of the Committee shall keep themselves abreast of information on regional and international cricket and familiarize themselves with all playing conditions, directives, trends, that pertains within and pass it onto their association umpires.

Each member of the committee shall be responsible for providing the Chairman with questions and answers that pertains to all examinations whenever the date of these examinations is made known (members are to be proactive in doing so).

Communication of all external information from the WICUA Training Committee shall be through the Honorary Secretary of WICUA, this shall include the selection of Chief Examiners for Oral Examinations, examinations results, communication of request for practical marks, communication of practical marks from territories to Chairman of Training, candidates for Level 2 and 3 examinations.

The committee shall formulate for approval of the executive committee annually/biennially:

- ❖ A forecast of training activities of the committee and member association.
- ❖ Detailed training syllabus
- ❖ Examinations dates and time.



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- ❖ A pool of questions for Level 1 examination.
- ❖ Financial budget for training, examinations, training and development equipment and training material requirements.
- ❖ Development of WICUA Biannual Convention program of activities; Laws, Playing Conditions, discussion paper, scenarios, working groups, interpretations, challenges, new trends, updated training, information sharing.
- ❖ Dates of supplemental examination where applicable.
- ❖ Training workshops: committee and territory.
- ❖ Updates to training manual and policy.

3. Training and Examination

The Training and Examination Committee shall coordinate with member territories through its members for the training and continuous development of potential and practicing umpires to enable them to achieve a minimum standard of the knowledge, understanding and interpretation of the laws of cricket, regulations and other directives as may be required from time to time. To enable umpires to be competent in the various techniques which they are required to use from time to time on the field of play.

4. Training Classes

Training classes must cover the annual syllabus of the WICUA, all applicable laws with updates, subjects within the WICUA Training Manual.

Member associations shall conduct classes weekly or monthly with necessary breaks.

Classes are to be conducted theoretically, practically and orally, in person, via internet.

The use of technology and other modern equipment is essential.

Training classes may be online using platforms such as Zoom, Skype, Teams, Webex.

Demonstration training, role play, videos, can be used to explain a law or clause.

Practical outdoor training will be necessary to assist with demonstrating the “know and do” aspects of umpiring e.g. crease marking exercises done outdoors.

Mock examinations should be conducted prior to written and oral examinations.

Practical candidates should be introduced to the practical forms and its format and areas of examination.

Training classes should also include physical training sessions where the Cooper’s Test (12 minutes run), BMI testing, Skin fold, Waist to hip ratio, prone plank, flexibility sit, and reach tests can be introduced.



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Child Protection Training classes shall be the responsibility of each territorial association who shall ensure that all members receive training in this area through a qualified person or organization reference can be made to the CWI Fair Play Coaching Manual which incorporates Child Protection under UNICEF.

5. Registration

Member territories shall ensure that all potential and practicing umpires are fully registered with their respective associations or council as the case may be at the beginning of training classes/course.

This registration will be done on the prescribed form and in the prescribed manner as designated by the association or council. Umpires who are not properly registered with their member association or council shall not be allowed to sit any of WICUA examinations.

Associations shall provide the names of all candidates who are to complete the Final Written Level 2 and Practical and Oral Level 3 Examination prior to the start of such examinations. Only candidates whose names are received through the appropriate channel will be allowed to complete the examinations.

It shall be the responsibility of ALL persons to ensure they are medically fit by way of a medical checkup from a registered medical doctor who shall certify their fitness to train and become CWI/WICUA certified practicing on field umpires.

Any umpire, potential umpire or trainee umpire who is found guilty of a serious criminal offence shall have their membership revoked or denied.

Territorial Associations shall not allow "minors" to interact, officiate or in any way be associated with persons convicted of serious criminal offences or are prisoners of the state especially those convicted of child molestation.

New umpires in all territories shall be referred as "Trainee Umpires".

6. Training Attendance

All (Level 3) CWI/WICUA Certified and practicing umpires should attend at least 50% of all annual training classes, on field matches and activities in their association or council. The Training and Examination Committee member within each territory, sub-territory or zonal association shall be responsible for monitoring attendance at the member association level.

Candidates who are to do the Association's (Level 1), Final Written (Level 2) and Practical and Oral Examination (Level 3) MUST attend at least 75% of all classes. Candidates who do not attend the required percentage of training classes, officiate in matches, attend meetings, maintain registration and contribute to other activities will not be eligible for the Level 1, Level 2 or Level 3 Examinations.



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The use of prohibited drugs or being under the influence of alcohol and tobacco products while attending, facilitating, instructing or in any way being a part of a WICUA Umpires training or development classes or class is strictly prohibited.

7. Examinations

Training officers, members of associations or as decided from relevant territories shall be responsible for the conduct of Level 1, Level 2 and Level 3 examinations within their territory.

The Secretary of WICUA shall be responsible for all logistical communication with territorial associations reference all examinations.

It shall be the duty of the Chairman of the Training and Examination Committee to forward the examination papers in the prescribed manner to the relevant individual who is responsible for conducting the examination.

At the conclusion of all examinations, it shall be the responsibility of the relevant association to return the examination papers to the Chairman of the Training and Examination Committee within the prescribed time.

Candidates from Territory A who may be in Territory B at the time of either the Association Level 1, Final Written Level 2 or Practical and Oral Examination Level 3 shall be entitled to complete ALL of these under the supervision of the relevant examiner/invigilator while in that territory. Secretaries are to inform the Secretary of WICUA, Chairman of Training or any member of the Training Committee so that the relevant arrangements can be facilitated.

Practical Examinations marks are to be sent electronically to the Chairman of Training, with examination forms signed, filled in, scanned and emailed accordingly.

In combined territories such as Windward and Leeward Islands the qualifying examination for the WICUA Level 2 is the Windward Islands or Leeward Islands Level 1 Examination and not the individual sub territory examination.

Oral examinations may be conducted with the approval of WICUA Executive Committee using platforms such as Zoom, Skype, WebEx, Teams and other available oral communication network and only in exceptional circumstances.

8. Date of examinations

Territorial Association Level 1 Examination: Completed by September 30th annually.

WICUA Level 2 examination: Last Sunday in April annually.

WICUA Level 3 Oral Examination: Last Sunday in October annually.



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9. Cost of Examinations

Cost for each examination per candidate:

Territorial Association (LEVEL 1) Examination-

To be determined by the relevant association:

WICUA Final Written (LEVEL 2) Examination- \$US20.00

- ❖ **\$20.00 MUST be paid at the Final Written (LEVEL 2) Examination stage to cover the cost of both of the Level 2 and Level 3 examinations.**

10. Supplemental Examinations

Where Level 2 or 3 examinations are conducted within any territory and for reasons beyond the control of the WICUA, Territorial Association or candidate(s), being unable to complete the examination, then the Executive Committee and Training and Examination Committee after consultation with the association shall be entitled to set a supplemental examination for the affected candidate(s); The examination shall:

- ❖ Contain no questions from the original examination.
- ❖ Not give the candidate undue advantage or disadvantage.
- ❖ Be conducted at the same place and time as the original examination.
- ❖ Follow all protocols for the original examination.

Note: For Level 3 examinations candidates who do not receive a minimum of 40 marks in their practical examination will not be allowed to do the oral examination.

Cost: The cost of a supplemental examination will be the same as the original examination.

Note: To retain Level 1 and 2 results candidates must remain active in their association, umpiring on field and will only be applicable for a two (2) years period after which a candidate will have to do over the examination.

11. Procedure at all Written Examinations

All examinations are to start on the same date and the same time in all territories except where there is a time zone difference when the examination will start at the time that corresponds with Eastern Caribbean Time (ECT). All examination papers shall show the time when an examination must start.

All examinations are to be conducted with a high degree of confidentiality, integrity, professionalism and efficiency through this the following rules are to be followed by all invigilators:



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The invigilator must be WICUA Certified Umpire, preferably members of the territorial association training and examination committee or a respected citizen within the community.

Invigilators must take to the examination room; glue, staple machine, extra paper, watch, white board marker or chalk, pen, pencil, Invigilators are to write the start and finish time of all examination on a board (white or black) where available or state the start time to the candidates.

Examination papers are to be mailed/delivered to the person conducting the examination in the member territory, this shall be sealed in two envelopes, the envelopes are ONLY to be opened in the presence of at least two persons present who shall sign the relevant form indicating that they witnessed the opening. This envelope shall contain a WICUA seal, the removal or tampering of this seal will mean the examination is compromised in that territory and shall not be allowed to proceed.

- ❖ “NO” cellular phones or other electronic devices, including smart watches are allowed in any examination room.
- ❖ For “emergency” cellular phones may be left with the invigilator but on “silent”.
- ❖ No writing or written materials are to be taken into the examination room.
- ❖ All invigilators are to furnish additional paper to distribute to candidates.
- ❖ No “copying” from other candidates is allowed.
- ❖ No talking is allowed among candidates while the examination is in progress.
- ❖ All examinations must be completed in pen with blue or black ink.
- ❖ Examination completed in pencil **WILL** not be accepted.
- ❖ Candidates found “talking” or “copying” shall be removed from the examination room.
- ❖ To get the attention of the invigilator candidates are to raise their hand.
- ❖ Candidates are not allowed to leave the room before they have completed the examination except for a wholly acceptable reason and only under supervision.
- ❖ Candidates are to fill out the front page of the examination booklet in **CAPITAL** letters.

If additional paper is requested the candidate must write their name on it with the appropriate numbering included, this must be stapled to the original booklet.

All examinations are to run for the time allotted e.g. 2 hours, candidates who arrive late for the start of the examination **SHALL** not be given additional time.

Invigilators are to give “notice” to candidates of 1 hour, 45 minutes, 30 minutes and 15 minutes remaining during the examination.

Time allotted for examinations:

- ❖ Territorial Examinations Level 1 two (2) hours.



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- ❖ WICUA Final Written Examinations Level 2 two (2) hours.
- ❖ WICUA Oral Examination Level 3 (unlimited time per candidate).

Guidelines for answering questions

- ❖ Trainers are to brief candidates on the method and manner of answering questions.
- ❖ Candidates are not to repeat the question in their answer.
- ❖ Open question- A question that requires an explanation.
- ❖ Close question- A question which requires yes or no answers.
- ❖ Candidates are to provide only the answer that is required for the question.
- ❖ For written examinations candidates should practice written answers.
- ❖ For oral examinations candidates should practice oral answers.

12. Correcting Written Examinations Papers

The Chairman of Training shall be responsible for the correcting of all written examination papers unless otherwise directed by the Executive Committee.

13. WICUA Practical Examination

WICUA Practical Examination shall consist of: either:

- ❖ Three (3) two (2) days matches.
- ❖ Two (2) three (3) days matches.
- ❖ Six (6) one-day matches (50 or 40 overs).
- ❖ Nine (9) T20 matches or 9 T30 matches.

Practical examinations

Shall consist of on field examination by examiner working with candidate as colleague, assessment shall comprise of the areas of the WICUA Practical Examination Form but not limited to its contents. Other comments must be included either in the comments section or with an additional form or paper.

Practical Examiners must be CWI/WICUA Certified for a minimum of three (3) years and must be an “active on field” umpire in their association.

Territorial associations are to send to WICUA the list of CWI/WICUA Certified umpires who they intend to use as examiners for Practical Examinations, this is to be done annually.

Practical examiners should be from a pool approved by WICUA.

All Practical Examinations must be completed and signed.



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There must be comments in ALL sections.

Recommendations should be made on any particular area that the examiner considers necessary.

All examinations and marks must be sent to the Chairman of WICUA Training and Examination Committee through association secretaries.

All candidates and examiners must be made aware that they are being examined or they are examining candidates.

Practical examiners are NOT to inform teams when a particular candidate is being examined.

Practical examiners are to be supplied with the relevant WICUA Practical Examination Form and Notes prior to the start of the examination.

The Training Committee shall be entitled to review any mark high or low given to any candidate which it may deem inconsistent or which may be brought to its attention they being of improper motives or indiscretion.

Practical examiners are to discuss with the candidate any particular area(s) of concern and recommend remedial work as appropriate. No marks are to be discussed.

The Practical Examination shall not be valid if the Examination Form is not signed by the candidate.

The Practical Examinations may be done under the supervision of one (1) on field assessor.

If the home association can facilitate and only for the purpose of assisting the process of a particular examination an off-field boundary assessor can be used, this shall not count as a separate assessment.

14. Oral examination

The Oral Examination shall comprise three (3) Examiners nominated by the local association from within its Training and Examination Committee where applicable or persons external to the association where applicable.

Chief Examiners will receive in a sealed envelope containing four (4) questions papers (one (1) question paper for candidates) and three (3) answers papers (1 each per examiner), three (3) personal marks sheet (1 per examiner), one signature sheet (1 per territory), one (1) examination instructions paper (1 per territory), one (1) envelope verification of contents form (1 per territory).

- ❖ Chief Examiners who receives the examination MUST open the sealed envelope in the presence of the two examiners who shall verify its contents.
- ❖ Examiners must have extra sheets of plain paper if candidates request such paper.
- ❖ Questions shall be in the form of oral questions, picture or video.



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- ❖ Questions can demand that answers be demonstrated, explained or with yes or no answers.
- ❖ Candidates shall not be allowed any form of paper, law books or other material in the examination room.
- ❖ All communication devices are to be left outside the examination room.
- ❖ Candidates are to be given as much time as needed to answer each question and a scrap of paper to take notes.
- ❖ A laptop (not phone or tablet) is needed for any video question which must be downloaded prior to examination time to avoid the necessity for WIFI.

After the completion of each allotted questions the Examiners are total the marks and add them to the official score sheet before allowing the next candidate into the room.

No candidate is allowed to communicate with other waiting candidates after they have left the examination room, any candidate(s) found in breach of this protocol will be disqualified from the examination and reported to the relevant association for disciplinary action to be taken.

Examiners are not to disclose to anyone the total marks made by any candidate.

After the examination the examiner will ensure the relevant sheets are collected and signed where applicable, sealed in an envelope and emailed or hand delivered to the Chairman of Training.

Practical examination must be completed within two (2) weeks of the date of the Oral Examination and marks sent immediately to the Chairman of Training.

15. Chief Examiner

WICUA shall identify an association member or a reputable person of high integrity within each country/territory from outside of the umpiring fraternity who shall be the "Chief Examiner" at all Oral Examinations, WICUA shall furnish this person with the examination papers and he/she shall be responsible for the professional conduct of the examination with the association responsible for all subsequent return postage or expenses associated with the examination.

16. Prerequisite (All Examinations)

Year one (1) (Level 1)

- ❖ Territorial (Level 1) Examination.
- ❖ No criminal record applicable to all levels.
- ❖ An average level of reading and writing skills.
- ❖ Join territorial association and pay all financial subscriptions therein.
- ❖ Attend meetings and other activities at a territorial level on a regular basis.



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- ❖ Attend at least 75% of training classes at a territorial level.
- ❖ Pass mark 60%.

WICUA Final (Level 2) Written Examination

- ❖ Achieve at least 60% of preliminary (level 1) examination.
- ❖ Attend 75% of training classes and officiate in matches at a local level.
- ❖ Pay all financial subscriptions to association.
- ❖ Attend meetings and other activities at a local level on a regular basis.
- ❖ Pass mark 70%.

WICUA (Level 3) Practical and Oral Examination

- ❖ Achieve at least 70% of WICUA Final Written Examination.
- ❖ Attend 75% of local training classes.
- ❖ Officiate in territorial level matches under specified supervision.
- ❖ Pay all financial subscriptions to association.
- ❖ Attend meetings and other activities at a local level on a regular basis.
- ❖ Achieve at least 80% of WICUA (Level 3) Practical (60) & Oral (40) Examination in the same year.
- ❖ Pass mark 80%.
- ❖ CWI/WICUA Certified Cricket Umpire.

Note: Umpires who fail to achieve the 80% mark will not be certified and will need to do both Practical and Oral examinations again the following year.

17. Publication of Examination Results

Results of all examinations shall be published not more than 30 days after the completion of the examination notwithstanding exceptional circumstances.

The Secretary of WICUA to forward results of examination to all Territorial Association Secretaries and Executive Members and Training Committee Members.

18. Training Programs and Forecast of Activities

The committee shall formulate an Annual Training Program for approval by the WICUA Executive Committee to be used by member territory to conduct territorial training of umpires. The committee shall formulate a forecast of activities for the year highlighting training dates, workshops, meeting of the committee, and WICUA Examination dates, submission dates of practical marks, submission dates of Level 2 final written candidates, submission dates of the names of Level 3 Oral Examination candidates.



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Training Programs

Level 1 Course

This initial qualification should be a general introduction to the world of umpiring but at the same time active enough to encourage the participants to feel able to umpire matches with confidence. Many of the 42 Laws would have to be covered but not all in the depth that would be expected from the higher levels.

This level would act as a good introduction for those who would like to continue playing, obtaining coaching qualifications or as an opening for umpiring career.

Course length: 30 hours (classroom and field training).

Attendance: 75% of training/classes.

Assessment: Written/examination using images/ diagrams/yes or no/true or false/ multiple choice/essay questions

Pre-requisites: Reading and writing skills.

Practical field training classes: Minimum 10 contact hours.

Course content:

- Umpires pathway
- Laws of Cricket, Laws 1 to 42
- Duties of the umpires (Tom Smith)
- Spirit of Cricket
- Positioning
- Decision making
- Fitness for umpiring; Medical, hydration, muscle strength, eyes, hearing.
- Child protection training
- (*Territorial Level 1 Examination based on these laws **ONLY***) - 1, 2, 4, 5, 6, 7, 8, 11, 12.1, 12.2, 12.3, 12.4, 12.5, 13, 14, 17, 18, 20, 21, 24, 29, 30, 31, 32-40.

❖ **All Level 1 examinations results must be communicated to the Secretary of WICUA on the relevant WICUA Form and signed accordingly to qualify candidates for WICUA Level 2 Examination.**

Level 2 Course

Course length: 20 hours (classroom and field training).

Attendance: 75% of training/classes.

Assessment: Written- descriptive answers as appropriate, diagrams/essays/ pictures/ scenarios/



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Pre-requisites: Level 1: 60% mandatory.

Practical field training classes: Minimum 8 contact hours.

Course content:

- Laws of Cricket (including Definitions) (situations) (umpiring experiences) (videos)
- Match management
- Effective decision making
- Concentration
- Coping with pressure – symptoms, anxiety, strategies for dealing with it
- Teamwork; On-field, off-field; responsibility and accountability
- Fitness for umpiring; medical, hydration, muscle strength, eyes, hearing, BMI
- Child protection training.
- (Level 2 Examination based on Laws 1 – 42).

Level 3 Course

Course length: 10 contact hours (classroom and field training)

Assessment: Practical and Oral Assessment

Independent on field assessments consisting of:

- Three (3) two (2) days matches,
- Two (2) three (3) days matches
- Six (6) one-day matches or
- Nine (9) T20 matches

Pre-requisites: 70% Level 2 (mandatory) and (on field umpiring)

Attendance: 75% of training/classes.

Practical field training classes: Minimum 6 contact hours.

Course content:

- Laws of Cricket
- Match and player management
- Preparation (season, tournament, match, and match day)
- Mental and personal skills development techniques
- Planning, targets, goal setting



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- Self-Management
- Playing conditions
- Decision making
- Fitness for umpiring; medical, hydration, muscle strength, eyes, hearing, BMI
- Attitude
- Physical training
- Computer networking
- Health and safety issues
- Child protection training
- (Level 3 Examination based on Laws 1 – 42)

19. Certificate/accreditation

All umpires who have successfully completed their Territorial Level 1, 60% or more, WICUA Final Written Level 2, 70% or more and WICUA Practical and Oral Examinations Level 3, 80% or more shall be awarded a certificate and accredited by CWI and WICUA.

20. Past Papers

The Committee shall make available to all Territorial Training Officers for distribution to all candidates for mock examinations past papers from every examination that fall under its jurisdiction, the WICUA Website will also be used to post pass papers. The time for distribution shall be the determined by the committee but in all cases once examinations are completed they should be eligible to be made available within 2 months.

Effective Date: February 20, 2024

Peter Nero

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Chairman WICUA Training & Examination

Vivian Johnson

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President of WICUA

Amendments

Date: