



WICUA ASSESSOR RULES AND PROCEDURES FOR USACUSA UMPIRES

INTRODUCTION

Congratulations!

You have been selected to serve as a **WICUA Assessor for the USACUSA**. This is a prestigious and highly regarded position within the Association, and with it comes a significant level of responsibility as you carry out this important role.

As a WICUA Assessor, you are expected to uphold the highest standards of professionalism, consistency, fairness, and integrity throughout the assessment process. Your role is essential in ensuring that candidates are evaluated objectively and in accordance with the standards established by the WICUA and USACUSA.

As part of your appointment, you will be required to attend a **mandatory training session** conducted by the USACUSA Chief Training Officer, along with the other members of the Association Executive Committee. This training will ensure that you are fully familiar with the assessment procedures, expectations, and responsibilities associated with your role.

It is important that you have all the necessary information, resources, and tools required to perform your duties effectively before undertaking any assessment.

This document provides **additional guidance and information regarding the WICUA Practical Examination procedures** outlined in the *WICUA Training and Examination Policy* document. It is intended to supplement, and not replace, the official WICUA policies and procedures.

Before commencing your responsibilities as an Assessor, please ensure that you have reviewed and familiarized yourself with the **latest versions of all applicable WICUA and USACUSA policies, procedures, and examination materials**.

We appreciate your willingness to take on this important responsibility and look forward to your contribution to maintaining the high standards of umpiring within USACUSA.

Congratulations once again, and best wishes in your new role as a WICUA Assessor.

REFERENCE DOCUMENTS

- ☐ The latest Training Policy Form from the WICUA.
- ☐ The latest Practical Examination Form from the WICUA.
- ☐ The latest Practical Examination Form with Examiner Notes from WICUA.
- ☐ A latest copy of this document that outlines USACUSA-specific Assessor rules and regulations to be followed by the Association's selected Assessor.

WICUA POLICY HIGHLIGHTS

The following is a summary of selected policies outlined by the WICUA. This list is not intended to be exhaustive. The complete set of policies and requirements is contained in the WICUA Training Policy Document, which is available on the WICUA website.

- ☐ All Practical Examinations must be completed and signed by both parties, viz., the Assessor and the Umpire being assessed (i.e., the Candidate).
- ☐ The Assessor must fill in the comments for every section in the Assessment Form.
- ☐ The Assessor may discuss the Candidate's performance with the Candidate and provide feedback regarding overall areas for improvement, as well as any other relevant observations or recommendations, as appropriate.
- ☐ **DO NOT** discuss the marks being assigned by the Assessor with the Candidate.
- ☐ The Assessor need **not** inform the teams about the Candidate being assessed.
- ☐ Practical Examinations that are completely washed out. i.e., ended without a single ball being bowled may not count as valid assessments. The assessment must be redone in its entirety.

USACUSA REQUIREMENTS

This is a list of expected information that should be collected by the Assessor for each and every assessment conducted. This list may be updated from time-to-time based on any policy changes or updates to make the process streamlined and more efficient.

The Candidate must be a member of USACUSA and must be in good financial standing. In addition, the Candidate must have been a member of the Association and in good financial standing for at least one (1) immediately preceding financial year prior to the date on which the assessment is conducted.

The Assessor may, at the conclusion of the assessment, discuss the Candidate's performance with the Candidate and provide appropriate feedback regarding the Candidate's overall performance, areas

identified for improvement, and any other relevant observations or recommendations. Such feedback shall be provided in a professional, objective, and constructive manner and shall be consistent with the applicable WICUA Training and Examination Policy and USACUSA assessment procedures. Regardless of the WICUA policy on Practical Examinations, USACUSA policy is **NOT TO** discuss the individual marks with the Candidate.

Once an assessment is completed, the Assessor within seven (7) days shall provide the following information electronically or by postal services to the Association Assessment Mailbox (*specifically setup for receiving the assessments*) AND the Chief Training Officer (CTO). Currently, the email mailboxes are as follows:

- practicals@usacusa.org
- training@usacusa.org

- ☐ The Assessment details including the Candidate name in full and the Date of Assessment. Additional details required are:
 1. The name of the teams involved in the match
 2. The full names of the captains involved in the match
 3. The type of match, including any special playing conditions
 4. The league that is conducting or hosting the match
 5. The final result of the match, including the match highlights as relevant
 6. Screenshot of the electronic scorecard if available or a picture of the scores from the manual scoring card as appropriate
 7. Picture of the Candidate umpires' game notes and relevant match details as jotted down by the Candidate
 8. If using a scoring application for the match, a link to the appropriate scorecard
 9. If the game is being scheduled by a league, the league name, league contact information including full name and phone number
 10. The league contact may not be the Assessor or a member of the USACUA Executive Committee
 11. The Assessment form with all details filled in with all required signatures
 12. If a match is abandoned or otherwise ends with **no result** because the minimum number of overs required for an assessment has not been completed, as determined by the applicable league's playing conditions, the assessment **must be redone in its entirety**.
- ☐ If the Assessor's assessment for a Candidate is incomplete or is not submitted within seven (7) days from the date of the Assessment, the Association Executive Committee and/or the Chief Training Officer has the right to reject the Assessment in its entirety.
- ☐ The original document(s) shall remain in custody of the Assessor who then shall mail the originals to the Association at their mailing address.

SUBMISSION OF ORIGINAL ASSESSMENT DOCUMENTS

The Assessor shall ensure that the **original assessment documents for all Candidates assessed by the Assessor** are submitted to and received by the Association no later than **thirty (30) days prior to the date of the WICUA-stipulated Oral Examination**.

The Assessor shall be responsible for ensuring that all required assessment documentation is complete, accurate, and submitted within the prescribed timeframe. Failure to submit the required original documents within this timeframe may result in the Assessment being subject to review by the Association Executive Committee and may affect the timely submission of the Candidate's Assessment to WICUA.

EXPENSE REIMBURSEMENT

All expenses incurred by the Assessor for assessing a Candidate shall be borne by the Assessor.

Expenses incurred in connection with mailing the Assessment documents to the Association are eligible for reimbursement and must be submitted for reimbursement within the same calendar year in which the Assessment was conducted. Eligible expenses submitted within this period shall be automatically approved by the Association and reimbursed to the Assessor, subject to compliance with the Association's applicable expense reimbursement policies and submission requirements.

Any expense claim submitted after the end of the applicable membership year shall be considered a late submission and shall require prior approval by the Treasurer and the Association Executive Committee before reimbursement may be made. Submission of a late expense claim does not guarantee approval or reimbursement.

In exceptional circumstances, the Association may, at its discretion, bear or reimburse reasonable travel and lodging expenses incurred by an Assessor in connection with the performance of an Assessment.

Any such expenses must receive **prior approval from the Association Executive Committee** before any travel arrangements are made or expenses are incurred. The Assessor shall not assume that travel or lodging expenses will be reimbursed unless such approval has been obtained in advance.

Any approved expenses shall be subject to the Association's applicable expense reimbursement policies, procedures, and submission requirements.

CANDIDATE FEEDBACK ON ASSESSOR PERFORMANCE

The USACUSA Executive Committee, at its discretion, may contact a Candidate following completion of an Assessment to obtain feedback regarding the Candidate's experience and the Assessor's performance.

Any feedback obtained may be considered by the Executive Committee for purposes of quality assurance, consistency, professional development, and the ongoing evaluation of Assessors. Such feedback shall be treated objectively and may be considered, as appropriate, in determining whether additional guidance, training, or other action relating to an Assessor is warranted.

ASSESSMENT VERIFICATION AND VALIDATION

Every Assessment submitted to the Association shall be subject to a formal verification and cross-validation process prior to acceptance and approval by the Association.

The **Chief Training Officer (CTO)**, together with at least one other designated member of the Association Executive Committee, shall review and verify the Assessment as necessary. The verification process shall include, but shall not be limited to, confirmation of the match details, marks awarded, any discrepancies or inconsistencies in marks, comments provided by the Assessor, and any other relevant information or documentation submitted in connection with the Assessment.

The CTO and the designated Executive Committee member(s) shall confirm that the Assessment has been conducted and documented in accordance with the applicable WICUA Training and Examination Policy and USACUSA assessment procedures.

No Assessment shall be accepted by the Association or submitted to WICUA until the required verification and cross-validation have been completed and confirmed by the CTO and the designated Executive Committee member(s).

Where the Chief Training Officer has personally conducted the Assessment, the verification and cross-validation shall be performed by other designated members of the Association Executive Committee in accordance with the conflict-of-interest provisions of this policy.

CHIEF TRAINING OFFICER AS AN ASSESSOR

To avoid any actual or perceived conflict of interest, the **CTO shall not ordinarily serve concurrently as a WICUA Assessor**. This separation of responsibilities is intended to ensure independent evaluation of Assessors, effective oversight of the assessment process, and timely and impartial management of Assessments.

In exceptional circumstances where the CTO also serves as an Assessor, the **Assessor responsibilities shall take precedence over the CTO responsibilities** for the duration of the applicable Assessment. The CTO shall recuse themselves from any oversight, review, or administrative decision relating to their own Assessment.

Any Assessment conducted by the CTO in their capacity as an Assessor **shall be independently reviewed and verified by the Association Executive Committee prior to acceptance by USACUSA and submission to WICUA**. The Executive Committee shall ensure that such Assessment has been conducted in accordance with the applicable WICUA Training and Examination Policy and USACUSA assessment procedures.

The CTO shall not participate in the Executive Committee's review, verification, or approval of their own Assessment(s).

ASSESSMENT SUBMISSIONS TO WICUA

All relevant and completed assessments that have been verified and validated by the Chief Training Officer (CTO) and the Association Executive Committee shall be submitted to the WICUA for evaluation prior to the WICUA-scheduled Oral Examination.

The assessments shall be officially submitted to the WICUA by an authorized Executive Committee member, in the following order of precedence:

1. **Association Secretary**
2. **Association Assistant Secretary**, in the absence of the Secretary
3. **Association President**
4. **Association Vice President**, in the absence of the President

Any assessment submitted by an individual other than an authorized Executive Committee member listed above shall be deemed **invalid and shall not be recognized by the Association**, unless the submission has been expressly authorized or approved by the Association Executive Committee prior to submission.