**2014 MLUA Observation Program – Procedure**

Thanks for taking time out of your busy reffing schedule to help develop consistent officiating throughout our umpires and to offer constructive feedback in an informal observation!

Below are some basic steps to get you started in the 2014 Observation program for the MLUA:

1. Send out a preliminary email to the selected candidate(s) with the following sample verbiage at least a day before observation will occur:

We have been fortunate enough to receive funding from US Lacrosse to continue our Umpire Observation program this spring.  A couple of the primary objectives of this program are to develop consistency throughout our umpires and offer constructive feedback in an informal observation.

The following areas will be addressed in the observation:

* **Signals** (using signals on all foul calls, big stadium signals so players/coaches/partners know what signal you called & which direction you’re going on the field, etc.)
* **Professionalism** (confidence & calmness in foul calls, ref appearance on the field, knowing the rules, etc.)
* **Umpire Positioning** (ability to see the play from beginning to end, ability to see between the players to determine which player is causing a foul, etc.)
* **Communication/Comportment** (with coaches/players/partners)
* **Foul judgment** (when to blow it up immediately vs. using an advantage signal in the midfield or flag on a scoring drive if a player can play through a foul)

This should be a fun learning environment with an open dialogue of feedback. You will receive written comments from me in chronological order shortly after the observation.

Thank you!

<Your Name>

1. Print off a copy of the Observation Template located here <link to the Template on website> for use in capturing the details associated with the ref observation.
2. Fill in the header information (candidate name, your name, date of game, home & away team names, & location, etc.).
3. Arrive early to the assigned varsity game & introduce yourself to the candidate(s) before the game begins & ask them what they want to work on in the observation. Make a mental note of what he/she said as you document the details listed below &incorporate these items into your observation.
4. Sit away from the table (in the stands) & track details of the game in chronological order surrounding the following type of information:
5. **Signals** (using signals on all foul calls, big stadium signals so players/coaches/partners know what signal you called & which direction you’re going on the field, etc.)
6. **Professionalism** (confidence & calmness in foul calls, ref appearance on the field, knowing the rules, etc.)
7. **Umpire Positioning** (ability to see the play from beginning to end, ability to see between the players to determine which player is causing a foul, etc.)
8. **Communication/Comportment** (with coaches/players/partners)
9. **Foul judgment** (when to blow it up immediately vs. using an advantage signal in the midfield or flag on a scoring drive if a player can play through a foul)
10. Talk to the candidate(s) at half-time if possible to communicate a few items he/she did well &/or needs to improve upon. Remember to keep it light but informative & very positive in tone.
11. Continue to document the game details on the observation template.
12. Watch the end of the game & capture the score in the header & also the tone of the game (physical play, easy game to work, etc.) in the detailed section of the document template.
13. At the end of the game, approach the candidate(s) & ask him/her how he/she thought the game went, e.g., what they thought they did well at, what they would take back as calls, what they could improve upon, etc.
14. Provide detailed feedback to the candidate(s) on a few items he/she did well &/or needs to improve upon for what you captured during the game. Again, remember to keep it brief but informative & very positive in tone.
15. Fill in a high–level summary points on the bottom of the Observation template that the candidate(s) should work on &/or which he/she has done well.
16. Inform candidate that the observation template would be sent to them within a 3-5 day timeframe.
17. Scan the observation template (you can turn in hand-written observation template as long as the printing is legible!) & email to Julie Carlson @jcarlson112@comcast.net & the candidate(s) within a 3-5 day timeframe. Provide Julie a Low-Medium-High evaluation score on the candidate regarding the ability to work section or state games.
18. Julie will assimilate the observations into a MLUA DropBox where all observers will have access to preview previous write-ups.

….and finally, HAV E FUN!!!

Thank you for all you do for the MLUA.

The 2014 MLUA Board Members