

## NE Umpiring Awards Fee Scheme Revised Procedure for the Invoicing and Payment of Learner Fees

1. Netball Europe (NE) implemented an Awards Fee scheme on 1st January 2014 for Learners applying to take one of the NE Umpiring Awards.
2. The development, administration and review of the Awards scheme incurs costs and it is appropriate to require Learners to contribute to that expenditure.
3. **It is also fundamental to the introduction of this fee scheme that some of the revenue generated will be used for the future development of NE Officiating:** for example a) to cover the expenses that will be incurred with the implementation of the revised UAP/ITP QA Appraisal process from March 2015 and b) for the management of the planned NE umpire development programme that will be implemented on 1st September 2015.
4. **The introduction of a Learner fee was approved in principle by Council in June 2013 in Belfast: this notice details how the revised fee scheme has operated since 1st July 2015.**
5. The fee payable is £10 per Learner for the C Award and £20 per Learner for the B and A Awards.
6. **Additionally, member countries will be invoiced the sum of £5.00 by England Netball (EN). The NE Awards Scheme is administered by EN on their behalf.**
7. **C Award** - the appropriate fee is incurred as follows:
  - When the Learner **takes** the **Practical Assessment**
  - Whenever the Learner **re-takes** the Practical Assessment having NYMC on the earlier Assessment(s)
  - The NE Learner fee of £10 will be collected at local level (under arrangements to be implemented by each member country)
8. Member Countries are required to send returns of C Award Learner numbers to the NE Director of Officiating (DO) at six (6) monthly intervals commencing in March 2015: this information should be sent by email by 31st March to Alan Anderson at [aga.1@btinternet.com](mailto:aga.1@btinternet.com) and copied to the NE Finance Director, Cheryl Dewhirst at [cheryl.dewhirst59@gmail.com](mailto:cheryl.dewhirst59@gmail.com) using the attached revised **Form**.
9. The NE Finance Director will then invoice member countries with the appropriate fee payable.
10. The DO reserves the right to request supporting information from member countries for any of the returns submitted.

11. **B and A Awards** - The appropriate fee is incurred as follows:
  - When the Learner **takes** the **B/A Written Assessment**
  - Whenever the Learner **re-takes** the B/A Award Written Assessment having either not gained a Pass or who wishes to re-take the Assessment in order to progress further along the relevant Award pathway
  - The B/A Written Assessment is managed by EN on behalf of NE and a separate Assessment administration fee will be charged by EN, payable by Learners when they apply to take the Assessment
12. Immediately after the date of each B/A Assessment, EN and NE know the actual number of Learners who sat the paper (which may be different from the number of Learners who applied to take the Assessment): there is, therefore, no need to require member countries to fill in a returns form.
13. Instead, once the results of each Assessment are **published** (the kpi is no later than 8 weeks following the date of the Assessment), **NE will invoice member countries for the Fees due.**
14. All invoices will be in the currency of £ sterling and sent out in accordance with the example timescales set out in notes 14 and 15 below: Invoices are payable on 21-day terms.
15. As an example (C Award), Invoices for the C Award Learners who took the Practical Assessment during the period 1st September 2014 to 28th February 2015 will be sent out to member countries by 10th April 2015 and are payable by 30th April 2015.
16. As an example (B/A Award), invoices for the November 2015 Assessment will be sent out between 31st December 2015 and 10th January 2016 and are payable 28 days thereafter.
17. All queries regarding Learner fees are to be sent in the first instance to the DO who will liaise with the NE Finance Director as appropriate.
18. ***Please Note: the current Awards Fee Scheme was ratified by Council in June 2015. NE are currently reviewing the modus operandi of the Scheme and will be tabling various scheme revisions for consideration by Council in June 2018***

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