

# Information for EFC Cadet Circuit Referees 2018/19

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## 1. Purpose of Document

The purpose of this document is to provide additional information for referees travelling to Nominated EFC Cadet Circuit events.

For details of how to be selected as a referee for an EFC Cadet Circuit event, please visit the refereeing section of the British Fencing website.

We would also encourage referees to visit [http://britishfencing.com/GBR/cadets/general\\_information/](http://britishfencing.com/GBR/cadets/general_information/) and specifically [http://britishfencing.com/GBR/cadets/information\\_for\\_athletes\\_and\\_parents/](http://britishfencing.com/GBR/cadets/information_for_athletes_and_parents/) where you can find background FAQs which provide additional context as to how these trips are administered by British Fencing.

## 2. Background

Since 2014, British Fencing no longer organise official trips to EFC Cadet Circuit nominated competitions. The number of competitions, the numbers of athletes competing, along with the duty of care implicit in running official trips had risen to a level that was both financially and administratively unsustainable for British Fencing and its volunteers.

## 3. Roles and Responsibilities

**Squad Manager (SM)** - Each weapon has a volunteer Squad Manager, often a person who has had experience acting as a Team Manager for GB squads.

The SM reports to the **Weapon Coordinator (WC)**.

The WCs sit on the **International Cadet Management Group (ICMG)** which is currently chaired by Clare Halsted.

You will be given the contact details of the assigned Squad Manager for the event. This person is your primary point of contact for the trip. Both the SM and the Referee are seen by the athletes and parents as representatives of British Fencing.

There will be a £35 per day subsistence allowance – for full details please refer to the [BF Expenses Policy for Officials 2017/18](#)

The Weapon Coordinator will deal with any issues that the SM is unable to deal with.

Sport80 provides the travel booking service and expenses management system for Nominated EFC Cadet Circuit referees.

## 4. Travel & Expenses

Every athlete that attends a nominated EFC CC event pays a set amount to BF. This creates a budget to be

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used for referee travel, travel insurance and expenses and BF administration.

The organisation of accommodation and travel as well as the administration of other associated expenses is currently outsourced to Sport80.

Once you have been allocated a cadet circuit competition, the process is as follows:

Step	Action	Resp Of
1.	Referee informed of EFC CC selection	EA
2.	SM contacts Referee	SM
3.	Referee to look online for preferred travel options – <i>BF strongly recommend that referees do some research before contacting Sport80 as often referees have preferences over travel times and airlines that can be just as cost effective as the standard options that Sport80 will suggest.</i>	Referee
4.	Referee to liaise with Sport80 over bookings – at this point any preferences (eg departure airports/times) or travel restrictions should be communicated in writing. Please note that the BF expense policy applies if you wish to be reimbursed for your travel expenses with the daily subsistence allowance.	Referee/Sport80
5.	Sport80 will investigate the flight, hotel and transport options further if required.	Sport80
6.	Travel options will be sent by Sport80 to the referee and the SM in writing	Sport80
7.	The referee can raise any issues at this point with Sport80 and the SM. If necessary this can be escalated to the WC.	Referee
8.	Referee confirms in writing to Sport80 and SM preferred bookings	Referee
9.	Sport80 sends Referee and SM confirmation in writing of bookings	Sport80
10.	Referee submits a complete and accurate subsistence allowance claim, including any half day or breakfast claims	Referee
11.	Referee to confirm to Sport80 provide bank details of how they wish to be reimbursed with the daily subsistence allowance.	Referee
12.	Sport80 to administer the subsistence allowance, provide report to SM and WC and arrange for payment within 5 weeks of date of competition (or 2 weeks after Referee/SM approval, whichever is the latest)	Sport80
13.	Sport80 to complete full budget reconciliation and highlight any claims outstanding, reporting to the EA	Sport80

***It is the responsibility of the Referee to submit accurate and timely receipts for parking and travel that may be in addition to the subsistence allowance claims. British Fencing and Sport80 cannot be held liable for loss of receipts or failure to submit a subsistence allowance/expense claim.***

### 5. Other FAQs

#### **Can I travel with athletes and parents?**

If you want to travel with a group of athletes you will need to get in touch with the parents of these athletes. As BF do not now organize these trips, parents make their own decisions about how/when they

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travel, and who with.

### **Do I need to be a member of British Fencing?**

Yes, you do, but a supporter level of membership is sufficient for purely refereeing activity. Most importantly this gives you public liability cover for your refereeing activities.

### **Do I need to be DBS checked?**

Yes, please visit the website for further information, once you have received your certificate, sign up to the online update service, which allows for easy renewal and for the BF executive administrator to check your certificate.

### **Do I need additional travel insurance?**

Yes, it is imperative that adequate travel insurance (working as a volunteer official) is taken out as soon as you have accepted your allocation. This will cover loss of personal belongs and any injuries sustained whilst abroad. It is also important to ensure that you have a valid and in date EHIC (these have an expiry date of 5 years).

### **Do I need an EFC refereeing license?**

Yes, BF are currently funding these – all licenses are provided through Head Office.

### **What kind of expenses can I be reimbursed for?**

To reduce the need to submit expense forms along with receipts, British Fencing are trialling a subsistence allowance for the 2017/18 EFC Nominated International Competitions. For more information please read the Officials Expense Policy addendum [here](#)

### **What happens if I can no longer travel to my allocated EFC competition having accepted the finalised allocations?**

If you withdraw from your allocated international competition having accepted the finalised allocation you will be liable for any flight, hotel and associated travel costs incurred by the BF preferred travel providers during the reallocation process.

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### **Version History (can be placed at end)**

Version Number	Date Updated	Updated by	Comments
v0.1	01/04/2016	NB/GU	First draft
V1.1	24/03/2017	NB	rebranded & expenses updated
V2.0	18.05.2018	NB	Withdrawal from allocations