Information for EFC Cadet Circuit Referees

# 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/> and specifically <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 administrated by British Fencing.

# 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 it’s volunteers.

# 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.

The SM will be responsible for signing off your expenses, according to the BF Expenses Policy ([http://britishfencing.com/uploads/files/bf\_expenses\_policy\_final\_(june\_2013)amend\_1.pdf](http://britishfencing.com/uploads/files/bf_expenses_policy_final_%28june_2013%29amend_1.pdf))

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.

# Travel & Expenses

Every athlete that attends a nominated EFC CC event pays a set amount to BF. This creates a budget to be used for referee travel 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 trip, the process is as follows:

|  |  |  |
| --- | --- | --- |
|  | Referee informed of EFC CC selection | RefCom |
|  | SM contacts Referee  | SM |
|  | Referee to look online for preferred travel options – 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. | 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. | Referee/Sport80 |
| 5. | Sport80 will investigate the flight, hotel and transport options  | 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 to submit expenses through the Sport80 app **within 2 weeks of the competition**. Problems submitting receipts must be raised in writing to Sport80 cc’ing the SM within the same period – ie 2 weeks. This is essential for reimbursement of expenses | Referee |
| 11. | SM to approve the expenses, escalating any issues to WC within 3 weeks of date of competition (or 1 week after the referee expenses have been submitted, whichever is the latest) | SM |
| 12. | Sport80 to administer the expense claims, provide report to SM and WC and arrange for payment within 5 weeks of date of competition (or 2 weeks after SM approval, whichever is the latest) | Sport80 |

# 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 travel, and also who with.

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

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

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

Yes, please visit the website for further information.

**Do I need travel insurance?**

Yes, please ensure that your policy covers volunteer activities as there have been claims rejected as the insurance company has claimed that the referee was working – albeit for free!

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

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

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

All expenses must be submitted in accordance with the BF expenses policy – any exceptions must be sent by email to the SM and the WC for approval. Once approval is granted you may then submit the claim to S80 along with an attached copy of the approval email.

**I couldn’t use Sport80s app for submitting expenses, what should I do?**

In the unlikely event that you are unable to use the app, you can send photos of your receipts with a completed BF expenses claim form in an email to Sport80, with an explanation of the reason that you were unable to use the app and they will arrange for the expenses to be manually dealt with. These emails should be cc’d to the SM so that approval for the claim can be granted. You must receive confirmation of receipt of your claim from the SM and Sport80, for this to be deemed submitted.

**Why is there such a short time period to submit expenses?**

Volunteers building up unclaimed expenses is a risk to the financial management of BF. BF aim to be efficient with monitoring and publishing the costs of trips and adjusting the levy on athletes to avoid over or under charging them. In the past BF have received claims months after events which has caused significant issues particularly when the financial year has been closed and the audited BF accounts published.