

# International Referee Selection Policy and Procedures

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## 1. Purpose of Document

This document is intended as a guide to the procedures by which referees are chosen to referee at the following tournaments:

- Nominated EFC Cadet tournaments held outside the UK
- Nominated FIE Junior World Cups held outside the UK
- FIE Satellites held outside the UK identified by the WCP programme as a GB team competition
- European Cadet and Junior, Senior and U23 Championships

In addition this document describes the process by which candidates are selected for FIE Exams.

## 2. Terminology

BF referees – any member of BF who wishes to referee for BF. This includes referees living and working in the UK who have FIE licences for other nations, and includes GBR FIE licensed referees that have moved abroad but are still BF members.

BF GBR referees – BF member referees holding (or eligible to hold) a GBR FIE referee licence

## 3. List of Procedures

The following procedures are used to select referees to international opportunities.

### Referee Selection Procedures

- Annual Nominated Procedure (ANP)** to source and choose BF referees for nominated<sup>1</sup> and Talent identified GB Team competitions. Reserve lists will not be operated – any additional requirement for

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<sup>1</sup> (Competitions are identified as “nominated” by BF, generally as part of a GB Team athlete selection policy that can be found on the British Fencing website under GBR)

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referees will be handled under the Individual Nominated Procedure.

- C. **Individual Nominated Procedure (INP)** to source and allocate BF referees in the event that the Annual Procedure fails to identify a suitable referee or sufficient number of referees, OR, an additional competition is nominated and requires referee(s), OR, published competition details are not as assumed at the time of the Annual Procedure.
- D. **Individual Nominated Competition (non BF ref) Procedure (nonBF INCP)** – where sufficient BF referees cannot be found, this defines the procedure by which international FIE referees can be approached to provide referee services for the GB Team.
- E. **FIE Exam Candidate Procedure** – This is the selection procedure by which candidates are selected to sit the FIE exams (1 candidate per weapon, per year in every year except Olympic year, where there are no exams)
- F. **European Championships Shortlist Procedure** – This is the selection procedure where candidates are shortlisted and submitted to the EFC for potential selection to European Championships.

### Other

#### 1. **Non-Nominated FIE Satellite Referee Request Procedure**

BF are not responsible for the provision of referees for non-nominated FIE satellites but will provide assistance to athletes by contacting relevant GBR FIE referees, in the event that 5 or more athletes have entered a non-nominated FIE satellite. All financial arrangements are privately organised and agreed in advance by the referee and athletes. BF will not be responsible for any failure of financial recompense between said athletes and referee.

## 4. Governance

The procedures contained within this document will be the responsibility of the British Fencing CEO to review annually with the Referee Pathway Manager, update and publish on the British Fencing website.

## 5. Key Roles and Responsibilities

- **Referee Pathway Manager (RPM)** – Responsible for all aspects of the Referee Pathway, with additional accountability to the CEO & International Relations Chair. Nickie Bailey
- **BF Executive Administrator (EA)** – Responsible for supporting the administrative aspects of the selection process Nickie Bailey
- **Selection Process Manager (SPM)** - Responsible for overseeing that the relevant procedure is followed in a timely fashion and acts as the primary contact point for queries from the Executive Administrator (EA).
- **Chair of Selectors** Pat Casey
- **Cadet Selection Panel (CSP)**
- **FIE Selection Panel (FSP)** (inc Junior World Cups, European Championships & FIE Exams) Pat Casey, Oliver Smith
- **Annual Selection Panel (ASP)** responsible for annual allocation of referees for all Cadet and Junior nominated competitions (inc. Junior World Cups, European Championships & FIE Exams includes:
  - FIE Selection Panel
  - Chair of Selectors

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- RPM
- BF Events Manager
- Selection Logistics Advisor – advises the panel on the options for practical implementation of selection decisions (eg managing conflicts in availability)
- C.E.O

The Selection Panel meeting will be chaired by the Chair of the Selectors.

### Supported by

- Selection Advisory Group (SAG) – A set of advisors for the selectors to call on. Includes nominated weapons specific advisors.

Members of the Selection Advisory Group and will not be entitled to attend the full Selection Panel meeting but will be consulted as required. Conflicts of interest will be taken into account.

## 6. General Principles

### 6.1 Expenses

For the 2017/18 season, all EFC and JWC nominated referees will be entitled to claim a daily subsistence allowance without the production of receipts. For more information on the expense policies please visit the BF website.

For competitions where BF will be managing the reimbursement of expenses, expense claims **with receipts** clearly showing the competition and the type of expense must be submitted within 2 weeks of the competition.

Unless a referee receives confirmation from British Fencing (and/or partners) that their claim has been received, BF cannot take any responsibility for failure to reimburse expenses. Failure to submit expenses within 2 weeks causes a significant knock-on effect because expenses of referees are often split between the athletes and parents and athletes cannot wait indefinitely for officials to submit these. British Fencing will not carry referee expense liabilities therefore failure to submit expenses in a timely fashion may mean they are not charged to the trip and therefore cannot be reimbursed.

Please note that BF does not typically get involved with individual arrangements for FIE qualified referees to support groups of fencers travelling to the many non-nominated satellite events. We would advise fencers to adopt a similar approach to BF in terms of expense reimbursement.

### 6.2 Payment

FIE qualified referees will be offered a day-rate to referee at Junior FIE World Cups under separate T's and C's available on the BF website.

Invitations to referees seeking their availability to referee at Junior World Cups MUST be advertised with a link to the Referee Tendering Process which sets out the policy and conditions around remuneration.

### 6.3 Selection Factors

In selecting referees, the factors that are taken into account and the relative importance are documented in 'International Referee Selection Factors'.

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### 6.4 Selection Panels (SPs)

The Chair of the Selection Panel must ensure that the activities of those panels are minuted, whether it is the Annual Procedure, or a more complicated selection. All minutes must be sent into Head Office (referees@britishfencing.com). For simple discussions a copy of the final email confirming that they support the proposed allocation will suffice as a minute. Detailed discussions are not required – the agreed decision/outcome must be included.

### 6 A - Annual Procedure

#### Input:

*List of Nominated Competitions: EFC Cadet Circuit, Junior World Cup Competitions, WCP Identified Satellite Competitions.*

*List of active BF referees*

*List of Pathway Referees*

*List of attendees at BF referee seminars*

*Workforce Activity Log*

#### Output:

*List of Nominated EFC, Junior, & WCP Identified Satellites with allocated referees*

*List of Nominated EFC, Junior, & WCP Identified Satellites without referees - input into **Individual Competition***

#### Procedure:

Step	Description	Responsibility
1.	Talent/Head Coaches inform EA of agreed Nominated Competitions	Talent Pathway Manager & PD
2.	Chair of Selectors review selection processes and procedures, set framework for procedure including closing dates and output publication dates and pass information in writing to EA.	Chairs + EA
3.	Assign the SPM – and confirm any members of SP who are responsible for overseeing that the procedure is followed in a timely fashion and acts as the primary contact point for governance queries from the EA.	Chair Chair Selectors
4.	Prepare a list of Nominated Competitions – EFC Cadet, Junior and any WCP identified Satellite.	EA
5.	Prepare pack for publishing on website with support from SPM. <ul style="list-style-type: none"> <li>• Announcement</li> <li>• List of Nominated Comps</li> <li>• Allocation Cut-off Dates</li> <li>• Allocation Application Forms</li> </ul>	EA
6.	Approve packs for publication	SPM
7.	Publish & email all referees (email to contain links to website)	EA
8.	Collate applications and create list of referees available for each competition, colour coding any names where additional dependencies are noted in the application forms.	EA
9.	Closing date: Pass application forms and list to ASP members using BF Referee DropBox, send lists to Selection Advisory Group & BF Events Referee Organiser for recommendations pre meeting (to be sent via EA)	EA

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10	Arrange an Annual Selection Panel meeting to create assignment of Referees to Competitions taking into account Selection Factors. (Advisory Group to be available for dial in.)	EA
11.	Undertake annual Pathway Review prior to or at the time of selections, using pathway list and activity log (workforce activity log)	RPM
12.	Pathway manager to liaise with IR ensuring that the Pathway needs are taken into account.	RPM
13.	Hold Selection Panel Meeting and create provisional referee selection (include all selectors at this point.	SP
14.	Document provisional referee selection and send to all Selectors (CSP/FSP) after meeting	EA
15.	Review /approve provisional referee selection	All Selectors
16.	Finalise <b>provisional selection</b> and return to EA	SP Chair
17.	Publish <b>provisional selection</b> to all referees (successful and unsuccessful) via email with date to respond confirming they accept their selection	EA
18.	Deal with resultant issues raised – cc'ing RPM/SP members as relevant	SP Chair
19.	Finalise <b>final selection</b> and forward to EA	SP Chair
20.	Log minutes of meeting with BF	SP Chair
21.	Prepare and publish announcement with <b>final selection</b> (website and email)	EA
22.	Pass list of competitions without referees over to Individual Competition Procedure	EA

### 7 - Individual Selection Procedure - BF Referees

This procedure is designed to source BF referees if the Annual Procedure fails to identify a suitable referee or sufficient number of referees, OR, an additional competition is nominated and requires referee(s), OR, published competition details are not as assumed at the time of the Annual Procedure.

#### Input:

Competition requiring a referee

#### Output:

Referee assigned OR No referee available

#### Procedure:

Step	Description	Responsibility
1.	GB Team Competition requiring referee. Notify EA.	Any
2.	Identify & notify RPM/relevant Selection Panel – CSP or FSP	EA
3.	Set Closing Date (ideally 2 months before)	EA/SP Chair
4.	Prepare pack with support from SP Chair: Announcement Selection Cut-off Dates Link to Application Form(s)	EA
5.	Publish & Email all referees (email to contain links to website)	EA

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6.	Collate applications as they come in and create list of referees available for competition	EA
7.	Closing date: Pass application forms and list to relevant Selection Chair	EA
8.	Select Referees to Competitions where choices are simply around availability	SP & RPM
9.	Pass all information to relevant Selection panel and RPM	SP & RPM
10.	Set-up a conference call/or email discussion for RPM & selectors in a timely fashion	SP Chair
11.	Approve referee selection (and reserves where possible).	RPM & SP
12.	Log minutes of selection meeting with BF	SP Chair
13.	SP Chair to inform EA of selection	SP Chair
14.	Inform Referees (successful and non-successful candidates)	EA
15.	Inform Talent Pathway Manager/WCP programme of outcome – referee found/no referee found.	EA
16.	If no referee found then the <b>Individual Competition (non BF ref) Procedure</b> can be used for events where FIE referees are required.	

### 7. C - Individual Competition Procedure - non-BF Referees

In the event that a BF referee is unable to be sourced for a nominated competition, AND where possible and where time allows, the FSP Chair will provide details to Head Office and request that Head Office send a letter to federations that are geographically close to the country where the competition is being held.

There will be an additional announcement on BF website that can be linked to, to allow anyone able to help to draw attention to their contacts

All applications, expected to be in the form of short emails, will be processed through Head Office and all subsequent appointment confirmations will be sent through Head Office.

In the event that more referees apply than spaces available, advice will be taken from the appropriate active GB members of the FIE Senior Grand Prix List and the International Relations Committee.

### 8. D - FIE Exam Candidate Selection Procedure & E - European Championships

This procedure is designed to select BF GRB (ie **British FIE licence holding**) referees to be put forward to the EFC for selection to Major Championships or FIE Exams

**Input:**

Request from the EFC or FIE for candidates

**Output:**

BF GBR Referee Candidates

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### **Procedure:**

The procedure will follow the Individual Competition procedure with the following changes:

1. The FSP will be the panel involved
2. The RPM must liaise with the IR committee prior to the selection meeting being held