International Referee Selection

Policy and Procedures

# 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.

# Terminology

BF referees – any member of BF who wishes to referee for BF. This includes referees living and working in 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

# Background

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

**Referee Selection Procedures**

1. **Annual Nominated Procedure (ANP)** to source and choose BF referees for nominated\* and WCP identified GB Team competitions. Reserve lists will not be operated – any additional requirement for referees will be handled under the Individual Nominated Competition Procedure.
2. **Individual Nominated Competition** **Procedure (INCP)** 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.
3. **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.
4. **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)
5. **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**

(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)

# Governance

The procedures contained within this document will be the responsibility of the British Fencing Referees Committee (REFCOM) to review annually, update and publish on the British Fencing website.

# Roles and Responsibilities

* REFCOM – The BF Refereeing Committee
* Referee Pathway Manager (RPM) - Responsible for all aspects of the Referee Pathway, with additional accountability to the CEO & International Relations Chair.
* 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 EA. This is most likely to be one of the chairs of the 2 selection panels involved.
* Cadet Selection Panel (CSP)
* FIE Selection Panel (FSP) (inc Junior World Cups, European Championships & FIE Exams)
* BF Executive Administrator (EA)

# General Principles

## Expenses

For competitions where BF will be managing the reimbursement of expenses, expense claims 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.

## Payment

FIE qualified referees will be offered a day-rate to referee at Junior FIE World Cups under separate Ts and Cs 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.

## Selection Factors

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

## Selection Panels (SPs)

The Chair of the Selection Panel(s) 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@britisnfencing.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.

# A - Annual Procedure

**Input**:

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

List of active BF referees

**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**

**Procedure:**

|  |  |  |
| --- | --- | --- |
| **Step** | **Description** | **Responsibility** |
| 1. | **<START>**  Talent/Head Coaches inform REFCOM and EA of agreed Nominated Competitions | Talent Pathway Manager & PD |
| 2. | REFCOM review selection processes and procedures, set framework for procedure incl closing dates and output publication dates and pass information in writing to EA. | REFCOM |
| 3. | Assign a member of REFCOM – the SPM - who is 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. (This is most likely to be one of the chairs of the 2 selection panels involved). | REFCOM |
| 4. | Prepare a list of Nominated Competitions – EFC Cadet, Junior and any WCP identified Satellites. | EA |
| 5. | Prepare pack for publishing on website with support from SPM.   * Announcement * List of Nominated Comps * Allocation Cut-off Dates * Allocation Application Forms | EA |
| 6. | Approve packs for publication | CSP & FSP |
| 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 CSP & FSP Chairs using BF Referee DropBox | EA |
| 10a. | Create assignment of Referees to Competitions taking into account Selection Factors. | CSP/FSP/RPM |
| 10b. | Share information between Selectors and RPM using BF Referee DropBox | CSP/FSP/RPM |
| 10c | Pathway manager to liaise with IR ensuring that the Pathway needs are taken into account. | RPM |
| 11. | Set-up 2 conference calls for RPM/CSP & RPM/FSP in a timely fashion. | CSP & FSP Chairs |
| 12. | Hold calls and review/approve provisional referee selection | CSP/FSP/RPM |
| 13. | Finalise **provisional selection** and forward to EA | SP Chairs |
| 14. | Publish **provisional selection** to all referees (successful and unsuccessful) via email with date to respond confirming they accept their selection | EA |
| 15. | Deal with resultant issues raised – cc’ing RPM/CSP/FSP/EA as relevant | CSP & FSP |
| 16. | Finalise **final selection** and forward to EA | SP Chairs |
| 17. | Log minutes of meeting with BF | SP Chairs |
| 17. | Prepare and publish announcement with **final selection** (website and email) | EA |
| 18. | Pass list of competitions without referees over to Individual Competition Procedure | EA |
|  | **<END>** |  |

# B - Individual Competition Selection Procedure – BF Referees

This procedure is designed to source BF referees in the event that the Annual Selection 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 |
| 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 **Individual Competition** **(non BF ref)** **Procedure** can be used for events where FIE referees are required. |  |

# 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 including members of REFCOM and active GBR FIE referees 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.

A member of REFCOM will advise in the event that more referees apply than spaces available.

# 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

**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

**Version History**

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| --- | --- | --- | --- |
| Version Number | Date Updated | Updated by | Comments |
| v0.1 | 04/08/2015 | GU | First draft |
| V0.2 | 10/08/2015 | GU | After meeting with |
| V0.3 | 24/08/2015 | GU | Updated with JH feedback |
| V0.4 | 30/10/2015 | GU | Split from main document |
| V1.0 |  |  | Approved by REFCOM |