

Junior World Cup - Referees

1. Background

In June 2016 British Fencing undertook a review of the administration of Junior World Cups. This review took into account the feedback received from parents, athletes, BF staff, referees, Team Managers from the previous 12 months. The desire was to provide a simpler and more cost effective procedure for all involved.

As a result of this review British Fencing introduced a new role of Lead Performance Team Manager. This role sits alongside the role of Performance Team Manager.

2. Roles & Responsibilities

1. BF will aim to send one FIE qualified and registered referee, per weapon, per JWC.
2. BF will run the selection process and inform Sport:80 which referees are attending each event.
3. All travel from referees UK home address to the event will be organised by Sport:80. Sport:80 will make contact to arrange personal travel arrangements for the JWC including all travel within the UK (including to and from the airport). Where public transport is not an option the current mileage rate of £0.25 will apply. Please respond to Sport:80 within 5 days of receiving your travel options. Failure to do so may result in an alternative referee being sourced for the event.
4. The referee will be responsible for discussing with Sport:80 the most appropriate travel arrangements to attend the event in line with the BF Expenses Policy.
5. The referee will be accommodated with the squad.
6. Referees are expected, travel arrangements and referee commitments allowing, to attend any PTM squad meetings prior to the JWC event. Referees are required to provide reasonable support to the PTM for any matter relating to the JWC with the exception of the day of refereeing. This may include welfare, disciplinary or any other issues relating to the squad.
7. In a crisis the referee may be called upon to aid the PTM and all requests should be carried out as instructed by the PTM. In this situation referee may be relied upon to take over any PTM responsibilities to the squad held by the PTM but due to an incident is unable to fulfil this task. However, only in cases of extreme emergency should this effect your primary role as a referee and the organising committee of the JWC would need to be involved in the management so of such a situation.
8. Your conduct outside your refereeing duties will be at all times as an ambassador for BF, the sport and your country. If a problem arises please report directly to the PTM.

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9. A new subsistence allowance is available to replace the expense submitted policy - for more information please see the JWC & EFC [Officials Expenses document](#)
10. The use of “meet and greet” service offered by airport parking will be restricted to flights with unsociable hours’ departures and arrivals (commonly pre 07.00 and post 22.30) at airports that do not have on site short stay parking (eg Heathrow)
11. The £80 refereeing levy will still stand on the days refereed. This can be taken entirely at the discretion of the referee on submission of an annual UTR to Sport:80 and a self-employed declaration being sent to British Fencing. If this levy is received by the referee for the refereeing days, the subsistence allowance will not be paid on these same days.
12. All travel costs should be agreed with Sport:80 in advance of the JWC event. Any additional claims that are not possible to organise prior to travel such as tube ticket etc. must be given to Sport:80 within 14 days of returning. Any claims after this date may result in non-payment and a loss to the referee.
13. A travel survey/questionnaire may be sent out by Sport:80 post each JWC event. Please ensure this is completed as soon as you can after the event and no later than 14 days from receipt.
14. If no referees are available to attend a JWC event or a second referee is required to attend for exceptional circumstances a local FIE referee to the event may be sourced by BF. This should in no way effect the role of the GB referee or their participation within the squad.
15. British Fencing will undertake to provide appropriate travel insurance for all referees, via the BF insurance provider.

3. Summary Timeline

This summary table is provided to identify the key responsibilities involved in the JWC referee role:

Step	Description	Responsibility
1.	Nominated Selection/competition dates published	British Fencing
2.	Provide availability within published timetable	Referee
3.	Selection of referee no later than 2 months after selection dates released	British Fencing
4.	Sport:80 to contact the referee with Travel options	Sport:80
5.	Referee to confirm availability to travel, and indicate preferences with Sport:80 by deadline in email	Referee
6.	Organise Travel arrangements for Referee, liaising with Referee as required	Sport:80

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7.	Confirm choice of referee levy and or subsistence allowance prior to travel with Sport:80	Referee
8.	Send travel arrangements and event organisation to referee	Sport:80
9.	Meet with PTM at entry point and time – any delay must be communicated to the PTM	Referee
10.	Complete travel reports and send back to Sport:80 within 14 days of event	Referee
11.	Submit any additional travel expenses to Sport:80 within 14 days of event	Referee

Version History (can be placed at end)

Version Number	Date Updated	Updated by	Comments
V1.0	June 2016	NB	Created
V1.1	27.03.2017	NB	rebranded & updated to include “meet and greet” parking policy