



# Referee Tendering Process

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## 1. Overview

The purpose of this policy is to detail the process followed to advertise opportunities for British Fencing referees as well as the requirements on any referee looking to tender for these opportunities.

## 2. Philosophy

The need for high quality referees should be balanced with ensuring that British Fencing controls all associated costs, as well mitigating, as far as possible, any risks relating to their employment status.

All fees offered by British Fencing will be inclusive of VAT and will be a fixed price, regardless of the time required to complete the task.

It must be clear that there is no mutuality of obligation. British Fencing is under no obligation to provide any referee with work, and equally, no referee is obliged to accept any offers of work made by British Fencing.

## 3. Process

All British Fencing Refereeing positions will be advertised on the British Fencing Website and via mailshots to all referees on the British Fencing Referees Register. All communications with referees must state that this is a self-employed position.

Interested Referees will be invited to tender for these opportunities by providing a CV for consideration.

All applicants will be assessed on their suitability for the opportunity and will be selected on merit. If an applicant is successful they will be notified by email.

Upon acceptance all applicants will be required to ensure that British Fencing has received a signed copy of the British Fencing Self-Employment declaration.

Once a referee has completed the work they have tendered for, they should issue an invoice to British Fencing for the amount advertised and detailing what work has been performed. This amount must be treated as a fixed fee and be inclusive of VAT.

British Fencing may appoint an agent (eg Sport80) to manage payment of invoice. Invoices will be paid no later than 30 days from the date they are received by British Fencing.