



CBTA Programme

For the Appointment of

WSF National Referees

20th January 2012

Contents

Section	1:	Introduction.....	1
	1.1	Purpose of the Programme	1
	1.2	Code of Conduct	1
	1.3	Appointment/Reappointment	1
Section	2:	Previous Refereeing Experience	2
	2.1	Pre-Requisites.....	2
	2.2	Recognition of Prior Learning and Training	2
Section	3:	Competency Statements and Training	3
	3.1	Competency Statements.....	3
	3.2	Training	3
		Unit 1 – Knowing the Rules and how to apply them.....	3
		Unit 2 - Interpreting the Rules and Decision-Making.....	4
		Unit 3 - Self-Management	4
		Unit 4 - Managing the Match Environment	5
		Unit 5 - Managing People	5
Section	4:	Refereeing Activity	6
	4.1	Minimum Number of Matches to be Refereed.....	6
	4.2	Qualifying Matches.....	6
Section	5:	Refereeing Assessment	7
	5.1	Rules Exam – Written.....	7
	5.2	Practical Assessment	7
	5.3	Assessment Sheet	7
	5.4	Unsuccessful Assessments.....	7
	5.5	Self Management, Managing the Match Environment and Managing People	8
Appendix	1	Assessment Standards.....	9

Section 1: Introduction

1.1 Purpose of the Programme

This programme has been produced by WSF to provide best-practice guidelines for Regions and Member Nations on the training, assessment and nomination of candidates for appointment as National Referees – the highest level of referee accreditation within individual Nations. [However, Nations having greater refereeing opportunities may wish to impose higher standards such as the quantity and levels of refereeing activity required].

All National Referees are expected to be able to officiate within their Countries with consistency as the Referee, in a Referee/Marker system, or as Central or Side Referee, in a Three-Referee system. Nominees for appointment as Regional Referees should have met the minimum requirements of this programme.

[Note: in this document the term “Central Referee” is used to denote both the Central Referee in the Three-Referee System and the Referee in the Referee/Marker System].

1.2 Code of Conduct

WSF has adopted a Code of Conduct for WSF Referees and Assessors which is available on the WSF website. Nations should require candidates to observe and sign this Code or a National equivalent.

1.3 Appointment/Reappointment

Candidates for appointment as National Referees should be appointed by the National Refereeing Authority (or in its absence by the relevant Regional Authority) based on an assessment of whether the candidate has met documented National standards as defined in Sections 4 and 5 of this Programme.

The period of appointment will be determined by the Refereeing Authority. An initial probationary period of one year is recommended, followed by periods of 3 years until the referee reaches age 60. However, reappointment may be for a 1-year period if the Refereeing Authority considers that a review within a shorter period is justified.

It is recommended that National Referees who are over 60 years of age at the time of their nomination or renomination should submit Hearing and Eyesight Forms (available from the WSF website) on that occasion and annually thereafter.

Section 2: Previous Refereeing Experience

2.1 Pre-Requisites

When considering a candidate for appointment as a National Referee, the relevant Refereeing Authority should ensure that the following pre-requisites have been satisfied:

- The candidate has signed and observed the WSF Code of Conduct for Referees and Assessors or National equivalent.
- The candidate has natural or corrected 20-20 vision and good hearing [*verification by a qualified medical professional is optional*].

2.2 Recognition of Prior Learning and Training

There will be no honorary appointments - all officials must meet the requirements of this programme. However, some practising referees may be able to satisfy all or most of the competencies and standards required for initial appointment without having to attend a formal course. Candidates may apply for exemption from all or part of the training programme but will be required to document their prior learning/training to the appropriate Refereeing Authority and may be required to demonstrate their expertise in a particular area in written or practical form.

Candidates with evidence of having achieved some or all of the following may gain credit:

- Previous practical experience refereeing squash matches as an accredited referee at an appropriate level.
- Having passed a WSF approved Rules examination.
- Previous experience as a professional squash player.
- Completion during the previous 3 years of courses of appropriate standard on general principles for officials that cover:
 - Managing themselves
 - Managing the match environment
 - Managing people.

Section 3: Competency Statements and Training

3.1 Competency Statements

In order to be appointed as a National Referee, candidates must communicate clearly with players and officials demonstrating:

- A comprehensive understanding of the current Singles Rules and their application by making correct decisions in a consistent manner.
- A clear understanding of player movement and behaviour at the national level.
- Appropriate control of matches and good composure under stress.
- A clear understanding and acceptance of the roles of Central and Side Referees, Markers and Assessors.

The detailed Standards expected are summarised in Appendix 1.

3.2 Training

The "training" of a National Referee takes place through experience (see Activity in Section 4) and assessments (see Section 5). Candidates should expect to be assessed, tutored and mentored for a number of years.

Refereeing Authorities are strongly encouraged to appoint tutors and mentors to assist candidates during practical refereeing. They are crucial in helping candidates meet the assessment standards and achieve their potential as referees. Mentoring is particularly valuable at the early stage of any referee's development and ideally before being formally assessed. The tutor will provide encouragement, constructive advice and feedback on a candidate's performance whilst the mentor will establish a longer-term relationship with a candidate.

A training programme should consist of the following 5 Units.

Unit 1 - Knowing the Rules and how to apply them

Any course on the Rules must build on what has already been taught at the Introductory and any higher refereeing levels. Candidates are expected to have already passed the WSF Rules Exam Part 1 (Introductory).

On successful completion of this Unit the candidate will:

- Know the Singles Rules
- Be able to interpret the Singles Rules in theoretical scenarios.

Delivery

- Presentation
- Discussion
- Theory examination
- Practical refereeing.

Nominal Duration – 1 hour

Resources

- Current WSF World Squash Singles Rules – available on the WSF website
- Current WSF Rules Exam – Parts 1 and 2 (Introductory and Advanced Level) – available on the WSF website

Unit 2 - Interpreting the Rules and Decision-Making

On successful completion of this Unit the candidate will be able to:

- Interpret the Rules and apply them in accordance with accepted international standards
- Make correct decisions on the 7 categories of interference identified in Appendix 1
- Make correct decisions on other areas of the Rules
- Demonstrate consistency in decision-making
- Recognise the tactics used by players at the national level and how to deal with them
- Control a match using Conduct Penalties when necessary.

Delivery

- Seminar including DVDs
- Practical refereeing

Nominal Duration – 3 hours

Resources

- Current WSF World Squash Singles Rules
- WSF Refereeing DVD "Calling the Shots" and other relevant/current DVDs
- Tutoring and Mentoring.

Unit 3 – Self-Management

On successful completion of this Unit the candidate will be able to:

- Identify the role and ethical responsibilities of a referee
- Present a professional image as a referee
- Prepare physically and mentally to referee a match
- Analyse his/her performance after a match.

Delivery

- Presentation and Discussion
- Group activities
- Worksheets
- Completion of "Play by the Rules" online training course for officials
- Ethical scenarios and Role Plays
- Practical refereeing

Worksheets are used as both a learning and assessment tool. All questions must be answered to the standard outlined in the answer guide. Candidates may access all course materials and may consult others when completing the worksheets.

Nominal Duration – 1 hour

Resources

- Suitable course material covering the requirements for this Unit. One example is the Australian Sports Commission's General Principles for Officials, Introductory Level – Chapter 1 – Self-Management. Manual and Presenter's Kit. Other material is available from the European Squash Federation at: <http://www.europeansquash.com/>
- Play by the Rules website – www.playbytherules.net.au
- Code of Conduct for Referees & Assessors– available on the WSF website.

Unit 4 – Managing the Match Environment

On successful completion of this Unit the candidate will be able to:

- Incorporate risk management practices in refereeing
- Identify and apply procedures to handle emergencies and unforeseen events

Delivery

- Presentation and Discussion
- Group activities
- Role Play Scenarios
- Practical refereeing

Role Play Scenarios are aimed at assessing a candidate's ability to respond appropriately to emergencies and unforeseen events.

Nominal Duration – 1 hour

Resources

- Suitable course material covering the requirements for this Unit. One example is the Australian Sports Commission's General Principles for Officials, Introductory Level – Chapter 2 – Managing the Competition Environment. Manual and Presenter's Kit. Other material is available from the European Squash Federation at: <http://www.europeansquash.com/>

Unit 5 – Managing People

On successful completion of this Unit the candidate will be able to:

- Communicate effectively with others
- Use correct Referee's and Marker's Calls
- Work as a Central or Side Referee as part of a Refereeing Team at an event
- Minimise and deal with conflict situations
- Deal with abuse from players, spectators and others.

Delivery

- Presentation
- Videos and/or DVDs
- Group activities
- Role Play Scenarios
- Practical refereeing.

Role Play Scenarios are aimed at assessing a candidate's ability to respond appropriately to conflict situations between officials and players.

Nominal Duration – 2 hours

Resources

- "People Management for Sports Officials" video (available from the Australian Sports Commission)
- Suitable course material covering the requirements for this Unit. One example is the Australian Sports Commission's General Principles for Officials, Introductory Level - Chapter 3 – People Management. Manual and Presenter's Kit. Other material is available from the European Squash Federation at: <http://www.europeansquash.com/>

Section 4: Refereeing Activity

Regular practice is essential to achieving and maintaining competency as a referee. The minimum quantity and levels of refereeing required for initial or ongoing appointment as a National Referee are specified in this section.

In order to be considered for appointment as a National Referee, a candidate should fulfil the activity requirements defined in 4.1 and 4.2.

4.1 Minimum Number of Matches to be Refereed

A candidate should have refereed at least 24 matches in the previous 3 years, and at least 6 matches in each of these years from the list of qualifying matches in 4.2 below.

Of these matches **each year**:

- 4.1.1 at least 5 must be while acting as a Central Referee, of which
- 4.1.2 at least 3 must be Men's matches, of which
- 4.1.3 at least 1 must be a Men's match either between PSA players both ranked in Top 300 or between male players both ranked in the Top 20 Nationally.

In addition, of these 6 matches each year:

- 4.1.4 at least 1 must be while acting as a Central Referee in a 3-Referee System
- 4.1.5 at least 1 must be while acting as a Side Referee in a 3-Referee System.

4.2 Qualifying Matches

The following matches qualify:

- 4.2.1 Any recognised match (but not an exhibition) between PSA players both ranked in Top 350 or WISPA players both ranked in Top 175; or
- 4.2.2 Any recognised match (but not an exhibition) involving players, both of whom are male players ranked in the Top 50 Nationally or female players ranked in the Top 30 Nationally at the time of the match. [Candidates are required to state the National ranking of the players at the time the match was played]; or
- 4.2.3 Any match in a World Cup, World Games, World Men's or Women's Team Championship or a Singles match in a Commonwealth Games; or
- 4.2.4 Any match in an Individual or Team event in the World University Championships, World Junior Championships, Regional Championships; or in an Individual event in a WSF World Masters Championships; or
- 4.2.5 Any quarter-final or subsequent match in a National Open tournament or major competition; or
- 4.2.6 Any other match considered to be of an appropriate level by a WSF, Regional or National Assessor assessing the match.

Section 5: Refereeing Assessment

The assessment of competence as a National Referee is undertaken primarily during a candidate's refereeing activity. However, some evaluation and informal assessment may also take place during the Seminar on Interpreting the Rules and Decision-Making when candidates may be required to fill in the answer sheets supplied with the WSF Refereeing DVD "Calling the Shots".

5.1 Rules Exam – Written

The exam is aimed at assessing knowledge of the Rules of Squash. An 85% pass mark is required in each section of the WSF Rules Exam available on the WSF website. Candidates are not permitted to access course materials during the exam. Candidates may re-take the exam or sections of the exam as many times as necessary to achieve the pass mark..

5.2 Practical Assessment

In order to demonstrate refereeing competence at National level, a candidate should in the **3 years** immediately prior to the review have received:

- 5.2.1 at least 3 passing assessments in the qualifying matches defined in 4.2 above
- 5.2.2 from at least two different Assessors
- 5.2.3 while acting as a Central Referee (not as a Side Referee or Marker).

In addition,

- 5.2.4 at least 2 of these passing assessments should be on matches between PSA players, both ranked in the Top 300 or male players both ranked in the Top 20 Nationally at the time of the match.

If a new nominee or previously appointed for 1 year, a candidate should satisfy points 5.2.1, 5.2.2, 5.2.3 and 5.2.4 above, except that at least one of the passing assessments in 5.2.4 should have been received in the **12 months** immediately prior to the review.

For a match to be considered valid for assessment, as a guideline it should contain at least 20 decisions of which at least 3 are considered by the Assessor to be "positively influential" early in the match or "difficult" rather than "easy". However, even if one or both of these guidelines has not been met, an Assessor may still decide that a candidate has "met National Referee standard on this match" or was "not at National Referee standard on this match" - provided the Assessor documents the reasons why the assessment was valid on the Assessment Sheet.

5.3 Assessment Sheet

The standard WSF Assessment Sheet (or a National equivalent) may be used with the Guidelines for WSF Assessors to assess a candidate's knowledge and skills against the Competencies and Standards listed in Appendix 1. In order to receive a passing assessment in a match, a candidate must be rated as having "performed to standard" on all the National Referee Standards that can be judged in that match. [Assessment Sheets and Guidelines are available on the WSF website].

5.4 Unsuccessful Assessments

If a National Referee receives a "not at National Referee standard on this match" assessment on a match that takes place outside the referee's Nation, the Assessor should ensure that his/her Member Nation is advised of the outcome.

The Member Nation, in consultation if necessary with the Refereeing Authority, should offer guidance from a suitable mentor. Meanwhile, the referee should undergo reassessment within 6 months from the date of the assessment.

If he/she receives a "met National Referee standard on this match" assessment within the 6 months, the Member Nation should be advised.

But if he/she does not receive at least one such assessment, the Refereeing Authority should, at the end of the 6-month period, classify the referee as "inactive" at National Referee level and may decide to demote the referee to a lower level .

If he/she receives an additional “not at National Referee standard on this match” assessment during the 6-month period, the Refereeing Authority should immediately review the unsuccessful assessments with the referee concerned and, if satisfied with the Assessors’ judgements, should classify the referee as “inactive” at the National Referee level.

If an “inactive” National Referee wishes to be reappointed to this level, he/she must reapply as stated in Section 1.3 above. Until such time as he/she is reappointed, he/she should not be assigned as a National Referee to any event – although all outstanding assignments should still be honoured.

5.5 Self-Management, Managing the Match Environment and Managing People

These topics (see Units 3-5 in Section 3.2) are assessed following satisfactory completion of the Worksheets and Role Play Scenarios contained in the course material for these Units and by completion of the “Play by the Rules” online training course at www.playbytherules.net.au . Assessment checklists are provided for assessors to check the skills/competencies that the candidate must demonstrate to complete these activities satisfactorily. Candidates are permitted to access all course materials and may consult others. They may re-play these activities as many times as necessary until satisfactory results are obtained.

[Note: Online versions of these Units are available via the Australian Sports Commission’s website at a fee per enrolled candidate. Contact Squash Australia National Refereeing Manager to obtain details of the fees and arrangements to access this option].

Appendix 1: Assessment Standards

Assessment Standards expected of a National Referee in a Match

	Competencies	Standards
1.	Comprehensive understanding of the Rules and their application.	Demonstrates a thorough knowledge of all Rules arising, applying them correctly and consistently with no more than 15% error rate and no more than 1 totally wrong decision.
2.	Understanding of National-level player movement and behaviour.	Makes no more than 1 totally wrong decision, no more than 3 incorrect decisions and no more than 4 marginal differences whilst demonstrating a clear understanding of: <ol style="list-style-type: none"> a. front wall interference b. poor movement off the ball c. poor movement to the ball d. swing-interference e. minimal interference f. created interference g. a winning return
3.	Appropriate control of the match, good composure under stress and clear communication with the players in the context of the match.	<ol style="list-style-type: none"> a. Demonstrates good control, using the Conduct Penalties when necessary b. Demonstrates good composure avoiding unnecessary delay and confrontation when under stress c. Demonstrates effective communication with the players, avoiding lengthy discussion d. Uses correct Referee's and Marker's Calls.
4.	Understanding and acceptance of the roles of the Central Referee, Side Referees, Marker and Assessor.	<ol style="list-style-type: none"> a. Demonstrates independent decision-making in a 3-Referee system b. Makes correct use of WSF standard size/colour Decision Cards, hand-signals or ASB TopSquash or other approved electronic consoles c. Works effectively with Side Referees or Marker, avoiding delays in decision-making d. Accepts constructive feedback from Assessors.

Further explanation of these standards can be found in the Guidelines for WSF Assessors on the WSF website.