



HONESTY
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Level 3 & 4 Referee Exam Working Group Selection Policy and Procedures

1. Purpose of Document

This document is intended as a guide to the procedures by which referees are chosen to be part of the British Fencing referee working groups (RWG).

2. Terminology

BF referees – any member of BF who 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

BF senior level examiners – BF member referees holding national level (3 or 4 examiner qualifications)

BF Home Country Representative – BF member responsible for home country development, examination and registration up to level 2

BF Referee Working Group (RWG) - BF referees successfully selected to be members of the BF referee working group to review or update referee policies

3. List of Procedures

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

Referee Working Group Selection Procedures

- A. **Working Group Nominated Procedure (WCNP)** to source and choose BF referees for nominated working groups as required by BF. Reserve lists will not be operated – any additional requirement for referees will be handled under the Individual Nominated Procedure.
- B. **Individual Nominated Procedure (INP)** to source and allocate BF referees in the event that the Working Group Procedure fails to identify a suitable referee or sufficient number of referees,
- C. **Individual Nominated (non BF ref) Procedure (non BF INCP)** – where sufficient BF referees cannot be found, this defines the procedure by which international FIE referees that currently work within the confines of BF as a referee can be approached to provide referee services for the working groups.

4. 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.

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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). To be announced
- **Chair of Selectors** Pat Casey
- **Working Group Selection Panel (WGSP)** responsible for the selection of referees to the working groups:
 - Chair of Selectors Pat Casey
 - RPM Nickie Bailey
 - Selection Logistics Advisor – advises the panel on the options for practical implementation of selection decisions (eg managing conflicts in availability) TBA ? Oliver Simmons
 - C.E.O Georgina Usher
 - The BF member responsible for the overall development of the syllabus and domestic level 3&4 Peter Huggins

The Working Group Selection Panel meeting will be chaired by the Chair of the Selectors and the CEO.

6. General Principles

6.1 Selection Factors

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

6.2 Working Group

The Chair of the working group must ensure that the activities of the working group are minuted, whether it is the initial meeting, or complicated discussion as to the new syllabus and exam process. 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 update to the exam syllabus and process will suffice as a minute. Detailed discussions are not required – the agreed decision/outcome/ proposal for the new exam system must be included.

7. Procedure

Input:

List of BF referees responsible for home countries level 1 &2

List of Level 3 & 4 BF examiners

List of active FIE BF referees

Level 3&4 internal and confidential exam review document

Output:

Updates to the level 3 & 4 exam syllabus and exam procedure

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Procedure:

Step	Description	Responsibility
1.	EA conducted an internal Level 3 & 4 exam review (completed June 2016)	EA + L3&4 examiners
2.	BF to devise selection processes and procedures, set framework for procedure including closing dates and output publication dates and pass information in writing to EA.	EA
3.	Assign the SPM – and confirm any members of WGSP 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.	CE/Chair Selectors
5.	Prepare pack for publishing on website with support from SPM. <ul style="list-style-type: none"> • Announcement • Selection Cut-off Date • Working Group Application Forms • Working Group Selection Policy and Procedure 	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 suitable for the BF Working Group colour coding any names where additional dependencies are noted in the application forms.	EA
9.	Closing date: Pass application forms and list to WGSP members using BF Referee DropBox	EA
10	Arrange a Working Group Selection Panel meeting to create assignment of Referees to BF Working Groups considering Selection Factors.	EA
13.	Hold Working Group Selection Panel Meeting and create provisional referee working group selection (include all selectors at this point).	SP
14.	Document provisional referee selection for the BFWG after meeting	EA
15.	Review/approve provisional referee selection	All Selectors
16.	Finalise provisional selection and return to EA	SP Chair
17.	Publish provisional selection 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 CEO/WGSP members as relevant	CEO/WGSP Chair
19.	Formulate a timetable of BFWG meetings to conduct review and agree a final date for presentation of findings	EA/ BFWG Chair
20.	Review of findings following presentation and deal with any resultant issues raised	CEO/WGSP Chair
21.	Finalise final syllabus and exam procedure and forward to EA	BFWG Chair
22.	Log minutes of meeting with BF	BFWG Chair
23.	Prepare and publish announcement with final syllabus and exam procedure (website and email)	EA

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Version History

Version Number	Date Updated	Updated by	Comments
v0.1	14/02/2017	NB	First draft
V1.2	08/03/2017		approved GU