



Job description for home countries referee Instructors

Position title: Home Countries (Domestic) Referee Instructor

Goal of the position: To lead and deliver the domestic referee Level 1 ***“Introduction to Refereeing”*** and Level 2 ***“Regional Level Referee”*** theoretical seminars, supported by ***“Referee Mentors”*** from the register as appointed by the Home Countries.

Background: The Level 1 ***“Introduction to Refereeing”*** and Level 2 ***“Regional Level Referee”*** have been aligned to support the progression of all referees via a consistent and individually tailored training and mentoring programme. For those individuals looking to referee at a national or international level, this mentoring programme also helps referees transition from the domestic pathway towards Level 3. Overall, this aims to improve the experience of fencers and referees at domestic competitions.

Key changes include the development and standardisation of teaching resources across the Home Nations, separating the level 1 and 2 modules and a switch to online examination. This uses a small number of referee instructors across the country to deliver the levels 1 and 2 referee seminars and theory exams.

This updated referee training and mentoring programme will equip those referees who would like to progress towards an international referee career with a smooth transition onto the ***“BF Referee Pathway Programme”***. The Home Country Associations have agreed to work together, forming a Home Country Joint Refereeing Committee, to appoint ***“Referee Instructors”*** and ***“Referee Mentors”*** spread evenly across the country. This will ensure ease and affordability of access to the Instructors and mentors. It is envisaged that the numbers will be spread across the weapons and there may be any combination of weapons per individual appointed in that one individual may hold a position for 2 or even 3 weapons if appropriate

Wheelchair Fencing Referee Mentoring

The Home Countries are looking to incorporate wheelchair refereeing into the overall referee education programme, as such both the referee instructor and mentor roles will be open to



those who already hold an IWAS refereeing examiner qualification and to those that wish to undertake this as part of their personal CPD

Format of new Home Nations refereeing education & assessment programme:

Level 1 - Introduction to Refereeing - aimed at new fencers, parents & supporters, this will not be assessed by a theory exam, nor will the attendees be added to the centrally held Referee Register; instead, the "**Introduction to Refereeing**" is aimed at helping participants understand the role and responsibilities of a referee.

Level 2 - Regional Level Referee – aimed at those who wish to referee at local and age group events upwards, this will be assessed by an online exam and practical assessment by Home Country appointed mentors, who will also focus on mentoring and supporting the education and development of the newly qualified referee. Successful candidates will be appointed to the centrally held Referee Register.

Role: The Referee Instructor's role is to deliver consistent, approved referee seminars. They should:

- use approved content to develop a wide knowledge base of domestic refereeing to all attendees
- support and enhance the understanding of the refereeing knowledge base of all attendees at the appropriate level
- provide an inclusive and open learning environment for all members of the fencing community
- liaise with **the referee mentors** to ensure progression for the successful attendees towards the practical assessment and mentoring program
- liaise with the Home Country Joint Refereeing Committee regularly to assess needs and delivery outcomes
- Referee instructors can also develop, in conjunction with their home nation, materials to help referees bridge the gap between level 2 and level 3
- if appointed to the dual role of Referee Instructor & Mentor, can also run level 2 practical referee exams focusing more on mentoring and educating new referees



throughout a competition. These courses can be independently arranged through clubs or via regional requests

- Referee Instructors are actively encouraged to support newly qualified referees in their local area.
- present a positive and professional image of refereeing, abiding by the Referee's Code of Conduct and values of British Fencing (Honesty, Respect and Excellence) always.

Responsibilities:

- ensure that all attendees have the appropriate BF membership, by liaising with the appropriate Home Countries Refereeing Representative
- use the agreed online application and marking system processes
- provide an appropriately supportive and safe learning environment
- complete and submit the required standardised communications within an agreed and reasonable time frame, complying with the current GDPR regulations, to BF Referee Manager. This enables BF to add successful attendees to the main referee database and issuing them certificates
- refer those attendees that are not reaching the required standard to mentors who will facilitate the appropriate support needed
- to remain professional, and courteous at all times
- to ensure that their own knowledge is consistent and up to date
- abide by the Referee's Code of Conduct at all times

Health and Safety:

- In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the environment used for the seminars (should they not be held online) and practical assessments , to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes managing a safe and secure environment for all.



Qualifications/Experience:

- to hold a current level 3, EFC C grade or FIE B license in the weapon that will be delivering the seminars in
- can be an existing referee mentor
- active on the referee circuit in the past 3 years
- Experienced at presenting, educating, training and/or mentoring individuals
- Understand and able to communicate to a diverse range of individual needs within the fencing community

Desirable person specifications

- a current enhanced Home Country Criminal Record Check
- a valid UK Coaching Safeguarding and Protecting Children in Sport certificate

Additional Person Specifications:

- ability to remain calm and consistent, regardless of the situation
- ability to provide feedback in a supportive and empowering manner

Safeguarding and Disciplinary Checks

- safeguarding and disciplinary checks via the relevant Home Country and/or British Fencing Safeguarding Lead(s) will be conducted as part of the shortlisting process

Post Acceptance Requirements

- to have attended an instructor's seminar hosted by the Home Countries Joint Refereeing Committee
- to abide by the Referee Code of Conduct
- to abide by the Referee Instructor Expected Standards and Guidelines

Remuneration

- The Home Countries have agreed that whilst this will in effect be a volunteer role, the individual Referee Instructor has the right to charge for the delivery of courses that fairly compensates for their time and expertise.



Equality, Diversity and inclusion Statement

We aspire to be an inclusive organisation. Our ambition is to promote a supportive and inclusive environment which creates a diverse and vibrant workforce and volunteer group to support the aims of the organisation and further develop the sport. We seek to reflect the diverse demographics of our membership within our refereeing community and therefore encourage candidates from all backgrounds, who meet the essential criteria for these roles to apply.

Version History

Version Number	Date Updated	Updated by	Comments
V0.1	17.10.2020	NB	First draft to be agreed and signed off by HC's
V1.0	25.05.2021	NB	Updated to include safeguarding and disciplinary requirements
V0.2	19.11.2020	NB & LD	Updated with comments by LD
V2	06.12.2022	NB	Updated as part of second recruitment phase & edited with new EF logo