



Job description for home countries referee mentor

Position title: Home Countries (Domestic) Referee Mentor

Purpose: To assist the Home Countries Referee Instructor deliver the newly launched domestic referee Level 2 “**Regional Level Referee**” practical assessment., In addition, where appropriate, and if agreed by the individual Home Country, to deliver the domestic referee Level 1 “**Introduction to Refereeing**” and Level 2 “**Regional Level Referee**” **seminar and exam.**

Background: The Level 1 “**Introduction to Refereeing**” and Level 2 “**Regional Level Referee**” programmes 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 Countries, 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 new level 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 as evenly as possible across the country to 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 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 Nation 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 Mentor's role is to support, develop and assess the theoretical and practical knowledge of the referee's development by:

- liaising with **the referee instructor** to ensure progression for the successful attendees towards the practical assessment and mentoring program
- can undertake a level 2 practical assessment for those referee candidates with a level 2 theory pass
- agreeing a programme of mentoring activity that best meets the needs of their mentee using approved content
- encouraging their mentee to express and discuss their concerns and understanding of refereeing rules, actions and phrasing



- helping mentees to review their progress and set realistic and practical options to realise their goals
- helping mentees to reflect on and learn from experiences that did not turn out as expected
- referring mentees to other sources of information, advice or further support when appropriate
- encouraging mentees to take responsibility for their own decisions, actions and plans
- presenting 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.
- Keeping an up to date and accurate records of mentee contact and activity in accordance with the current GDPR requirements
- providing an inclusive and open learning environment for all members of the fencing community
- liaising with the Home Country Joint Refereeing Committee regularly to assess needs and delivery outcomes help bridge the gap between level 2 and level 3

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, inclusive 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 for addition to the main referee database and issuing of certificates to the successful attendees
- provide continual feedback to candidates not only throughout the initial assessment but also throughout the mentoring process to support the development of an established self- reflective practice
- refer referees that are not reaching the required standard to additional mentors or mentoring opportunities to 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
- to 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 competition environment when conducting 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/skills:

- to hold a minimum level 3 in the weapon that will be acting as a mentor
- Active on the referee circuit in the past 3 years
- Experience at presenting, educating, training and/or mentoring individuals
- Excellent communication skills to include active listening and personal presentation skills
- Relationship building and networking
- Ability to be able to relate to people from all demographics and backgrounds

Desirable person specifications

- a current enhanced Home Country Criminal Record Check
- a valid UK Coaching Safeguarding and Protecting Children in Sport certificate
- hold a current level 3, EFC C or FIE licence in the weapon that will be mentor for

Additional Person Specifications:

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



- ability to influence positively and negotiation
- understanding of the mentoring relationship and the importance of using the most effective communication methods to create a positive mentoring environment
- be emotionally resilient and able to work in a changing environment
- ability to analyse problems and devise solutions
- organisational and time management skills
- Understand and ability to communicate to a diverse range of individual needs within the fencing community
- the capacity to motivate and act as a role model
- ability to empathise

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 attend an introduction and familiarisation to mentoring seminar hosted by the Home Countries Joint Refereeing Committee
- attend any mentoring educational programmes provided as part of own continual professional development
- to abide by the Referee Code of Conduct
- to abide by the Referee Mentor Expected Standards and Guidelines

Remuneration

- The Home Countries have agreed that whilst this will in effect be a volunteer role, the individual Referee Mentor 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
V0.2	19.11.2020	NB & LD	Updated following LD comments
V1.0	25.05.2021	NB	Updated with safeguarding & disciplinary check requirements
V2.0	13.12.2022	NB	Updated as part of the second recruitment phase & edited with new EF logo