



Refereeing Policies & Procedures

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1.0 Referee Event Assignments

Squash New Zealand (SNZ) is committed to providing referees to select events to ensure the values and rules of the game of squash are upheld during events.

SNZ alongside the National Referees Director will determine which events referees will attend and their duties at these events based on the following:

- Profile of the event
- The referees budget
- Requests for referees from hosts

Events SNZ is committed to sending referees to includes (but is not limited to):

- New Zealand Senior National Individual Championships
- New Zealand Junior National Individual Championships
- New Zealand Junior Open

A number of other significant events will be covered during the season.

Assignment of referees to events will be made in consultation between the National Referees Director and the SNZ Squash Manager. The assignment of referees to events will be further ratified by the Referees Management Panel.

The process for assignment to events will be based on the following factors:

- Referees availability to attend an event
- Referees proven ability to referee the level of squash expected to be present at that event
- Assignment of referees to events in a fair and equitable manner as far as possible
- The provision of referees to fulfil the required criteria for activity and assessments under the CBTA programme, the SNZ Squash Manager will provide registers as and when requested, as well as providing registers twice a year, referees are expected to manage their outstanding areas and act appropriately alongside the Squash Manager to rectify these.
- Provision of appropriately qualified and skilled referees for events based on the level of play and ability of the referees

The weighting of the criteria will be at the discretion of the National Referees Director and SNZ Squash Manager.

After the decision on assignments has been made no further discussion will be entered into.

2.0 Tournament Referee Appointments

Squash New Zealand (SNZ) is committed to providing tournament referees for all events where National Referees have been assigned by SNZ.

SNZ alongside the National Referees Director will determine the tournament referees for each event. The appointment of a tournament referee for an event will be made in consultation between the National Referees Director and the SNZ Squash Manager. The appointment of tournament referees to events will be further ratified by the Referees Management Panel.

Tournament Referees will be appointed from the assigned national referees for the selected events. Consideration for appointments of tournament referees will be based on the following factors:

- Previous experience as tournament referee
- Knowledge of required referees assessments and ability to appropriately appoint referees to matches for suitable assessment and for the ability of the referee
- Expected workload throughout the event
- Ability to fulfil all tournament referee requirements to the highest standard
- Preference will be shown to appoint only those who have undertaken training and assessment as a Tournament referee

The weighting of the criteria will be at the discretion of the National Referees Director and SNZ Squash Manager.

SNZ will appoint an assistant tournament referee for each event where the assistant tournament referee will be expected to support the tournament referee in their duties as well as gaining valuable experience in how to undertake Tournament Referees duties.

Where SNZ determines it necessary to appoint a Tournament Referee from outside of the qualified National Referees this will be done so based on their suitability to fulfil the above factors as well as taking into consideration the following:

- Profile of the event
- The referees budget
- Requests for referees from hosts

After the decision on appointment has been made no further discussion will be entered into.

3.0 Referee Assessor Appointments

Squash New Zealand (SNZ) is committed to providing assessors to select events (based on ability) to ensure the standards of refereeing within New Zealand are consistent with the implementation of these at an international level as well as ensuring all referees are given the ability to meet the required criteria to maintain their refereeing level.

SNZ alongside the National Referees Director will determine which events assessors will attend and their duties at these events based on the following:

- Profile of the event
- The referees budget
- Referees present and their current assessment statuses

Appointment of assessors to events will be made in consultation between the National Referees Director and the SNZ Squash Manager. The appointment of assessors to events will be further ratified by the Referees Management Panel.

After the decision on appointments has been made no further discussion will be entered into.

SNZ acknowledges that assessment opportunities vary from event to event and whilst assessors may be appointed referees may not gain assessable matches for their refereeing status due to the variable nature of players and the game of squash.

SNZ will also seek to facilitate assessment opportunities from international assessors on a regular basis. This however will be determined by funding and availability of international assessors.

4.0 Refereeing Expenses

All expenses are to be approved by the Squash New Zealand Squash Manager. Expense forms will be paid on the 20th month following an event.

The Squash Manager reserves the right to seek clarification of an expense claim form where it is thought the costs incurred are unreasonable and beyond what is expected. If insufficient justification is provided the Expense Claim form can be adjusted to be in line with a reasonable expectation of SNZ based on other expense claim forms received.

4.1 National Referee and Assessor Expenses

Where Squash New Zealand appoints a National Referee to an event SNZ will cover the following costs in relation to their attendance at an event:

- Travel to Events
 - Where a referee drives to an event the distance of travel will be taken from the referees place of residence to the tournaments main venue. A return journey will be paid at the agreed rate per km as set out on the expense claim form.
 - Where a referee is flown to an event SNZ will cover the following:
 - Travel from the referees place of residence to the airport of departure
 - A reimbursement for the cost of airport parking (with provision of a receipt)
 - Cost of return flights (all flights will be booked by SNZ unless discussed prior to booking)
 - Travel is not reimbursed for referees who referee at a tournament within their own district within a reasonable distance of their place of residence. Referees refereeing within their own district should discuss this with the Squash Manager prior to the event to determine if there is any reimbursement available.
- Travel During Events
 - Where a referee uses their personal car for travel between event venues or between the venue and the accommodation provided by SNZ the referee is entitled to claim the mileage between these points at the agreed rate per km as set out on the expense claim form.
- Daily Allowance
 - As per the expense claim form a daily allowance will be paid for each meal (breakfast, lunch and dinner) the referee has away from their place of residence i.e. the referee is required to stay overnight or be present at the venue. N.B. Where a venue provides the referees with meals the referees will not be able to claim the allowance for each meal provided by the venue.
 - The daily allowance will be calculated from the referees' departure from their place of residence through to their return to their place of residence.
 - Where a referee extends their travel beyond SNZ's requirements at their own request SNZ will only cover meals during the time the tournament is taking place.
 - Where referees are refereeing within their own district and are not staying away from their place of residence a daily allowance will only be paid for the periods of time the referee is at the tournament venues.

- Accommodation
 - SNZ will provide accommodation on a twin share basis for all referees who are travelling to events.
 - SNZ will provide accommodation in line with the referees travel plans as per the agreement with SNZ.
 - Where a referee extends their travel beyond SNZ's requirements SNZ is not obliged to cover any additional accommodation for the referee.
 - Where a referee has specific accommodation requests e.g. single rooms, SNZ will charge the difference to the referee or adjust their expense claim form appropriately.

4.2 National Referee Candidate Expenses

Where Squash New Zealand appoints a National Referee Candidate to an event SNZ will cover their costs as per the National Referees expenses above. SNZ will notify a candidate if they are appointed as an SNZ National Referee or as a National Referee Candidate. If a candidate attends an event and is not appointed by SNZ their reimbursement is to be discussed with the Squash Manager prior to the event.

Where a National Referee Candidate is attending an event for their further development and SNZ appoints an assessor SNZ will cover the following costs in relation to the National Referee Candidates attendance at an event:

- Travel to Events
 - Where a referee drives to an event the distance of travel will be taken from the referees place of residence to the tournaments main venue. A return journey will be paid at the agreed rate per km as set out on the expense claim form.
 - Where a referee is flown to an event SNZ will cover the following:
 - Travel from the referees place of residence to the airport of departure
 - A reimbursement for the cost of airport parking (with provision of a receipt)
 - Cost of return flights (all flights will be booked by SNZ unless discussed prior to booking)
 - Travel is not reimbursed for referees who referee at a tournament within their own district within a reasonable distance of their place of residence. Referees refereeing within their own district should discuss this with the Squash Manager prior to the event to determine if there is any reimbursement available.
- Travel During Events
 - Where a referee uses their personal car for travel between event venues or between the venue and the accommodation provided by SNZ the referee is entitled to claim the mileage between these points at the agreed rate per km as set out on the expense claim form.
- Daily Allowance
 - As per the expense claim form a daily allowance will be paid for each meal (breakfast, lunch and dinner) the referee has away from their place of residence i.e. the referee is required to stay overnight.
 - The daily allowance will be calculated from the referees' departure from their place of residence through to their return to their place of residence.
 - Where a referee extends their travel beyond SNZ's requirements at their own request SNZ will only cover meals during the time the tournament is taking place.
 - Where referees are refereeing within their own district and are not staying away from their place of residence a daily allowance will only be paid for the periods of time the referee is at the tournament venues.
- Accommodation

- SNZ will provide shared accommodation for all referees who are travelling to events.
- SNZ will provide accommodation in line with the referees travel plans as per the agreement with SNZ.
- Where a referee extends their travel beyond SNZ's requirements SNZ is not obliged to cover any additional accommodation for the referee.
- Where a referee has specific accommodation requests e.g. single rooms, SNZ will charge the difference to the referee or adjust their expense claim form appropriately.

The covering of expenses is under the assumption that referees will continue to show development and progress towards achieving their National Badge. Should it be believed by the assessors that the candidate has not made sufficient progress or development between events they may not be funded further until they can prove they have made progress.

National Referee Candidates are encouraged to attend events outside those they have been allocated to, however Squash New Zealand does not accept financial responsibility for their expenses at events which a candidate attends outside of their appointments.

4.3 District Referee Expenses

Where Squash New Zealand appoints a District Referee to an event SNZ will cover their costs as per the National Referees expenses above. SNZ will notify a candidate if they are appointed as an SNZ National Referee or as a District Referee. If a candidate attends an event and is not appointed by SNZ their reimbursement is to be discussed with the Squash Manager prior to the event.

Where a District Referee is attending an event for their further development and SNZ appoints an assessor SNZ will cover the following costs in relation to the District Referees attendance at an event:

- Daily Allowance
 - As per the expense claim form a daily allowance will be paid for each meal (breakfast, lunch and dinner) the referee has away from their place of residence i.e. the referee is required to stay overnight.
 - The daily allowance will be calculated from the referees' departure from their place of residence through to their return to their place of residence.
 - Where a referee extends their travel beyond SNZ's requirements at their own request SNZ will only cover meals during the time the tournament is taking place.
 - Where referees are refereeing within their own district and are not staying away from their place of residence a daily allowance will only be paid for the periods of time the referee is at the tournament venues.
- SNZ will not cover any travel or accommodation costs for District Referees

5.0 Using The Three Referees System

Squash New Zealand (SNZ) adopts the World Squash Federations (WSF) policy on use of the Three-Referee System.

This policy can be found on the WSF website here <http://www.worldsquash.org/ws/referees/referees-info/3-referee-system-2>

6.0 Disputes and Disciplinary Policy

The SNZ Disputes and Disciplinary policy will be applied for any complaints received by SNZ. This policy can be found here

http://nzsquash.co.nz/content/About_Us/Our_Policies_and_Recommendations/Squash%20NZ%20Disputes%20and%20Disciplinary%20Policy.pdf

7.0 Dress Code Policy

For all national events the dress code priority is as follows:

1. The Tournament Uniform
2. Squash New Zealand Refereeing Uniform
3. Smart casual clothing

8.0 Refereeing Requirements

In all Squash New Zealand accredited play, players are responsible for refereeing their peers. Winners and Losers are responsible for officiating after their match – both players shall reach a mutual agreement between refereeing and marking, failure to do so the winner will act as Referee and the loser as marker – unless released by the Tournament Director. The Tournament Director may also ask players to referee matches at other times or on other courts.

The refereeing and marking players must be ready and present immediately following the completion of their match. While the losing player must remain at the court to time the five-minute warm up, the winning player may go to the tournament desk to turn in their score sheet and obtain the score sheet for the next match on their court.

A player who abandons their referee responsibilities will be given zero points for their participation in the event.

9.0 General Policies

All referees are expected to abide by the following:

- Squash New Zealand Referees Code of Ethics
- Individual Club Health and Safety Policies