



Referee Management Plan 2017-2021

Address: Building 42, Unitec Gate 3
Carrington Road, Mt Albert, Auckland

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1. Refereeing Management Plan

1.1 Mission Statement

To promote refereeing as an integral part of squash.

1.2 Objectives

To establish a uniform standard of refereeing and application of the rules of squash (as prescribed by the World Squash Federation) at all levels of play throughout New Zealand.

To give players, referees and other interested parties the opportunity to develop their knowledge of the rules of squash and enhance their refereeing and marking ability.

To encourage and qualify referees to participate at various levels of refereeing including but not limited to club competition, district competition, national and international competitions.

1.3 Strategies

Develop and review training programmes for all levels of referees and markers.

Maintain an active database of all levels of referees including but not limited to Club, District and National Referees.

To develop a comprehensive refereeing programme at both district and club level accounting for each region and clubs differences.

Utilize existing refereeing resources as well as developing new resources as appropriate.

1.4 Control, Organisation and Administration of Programme

The refereeing programme shall be overseen by a Referees Management Panel of 5. The panel will consist of:

- National Director of Refereeing (Chairman)
- Three other people voted on by current District and National Referees
 - Two persons being current National Referees
 - Expressions of interest received on an annual basis
- One Squash New Zealand Staff Member (Squash Manager)

The Referees Management Panel shall meet by phone or in person at least 3 times a year, to implement the Referees Management Plan. The Squash New Zealand Staff member will provide the appropriate link to District Associations to promote refereeing within the region and to communicate with the SNZ board.

1.4.1. National Director of Refereeing

Nominations for the role of National Director of Refereeing must be received to Squash New Zealand by the specified date annually, and these nominations must come through the District Associations.

The National Director of Refereeing shall be appointed annually by the Squash New Zealand Board.

The National Director of Refereeing shall hold their position for 3 years (assuming no further applications are received) at which point they can continue in their position or step down and seek replacement.

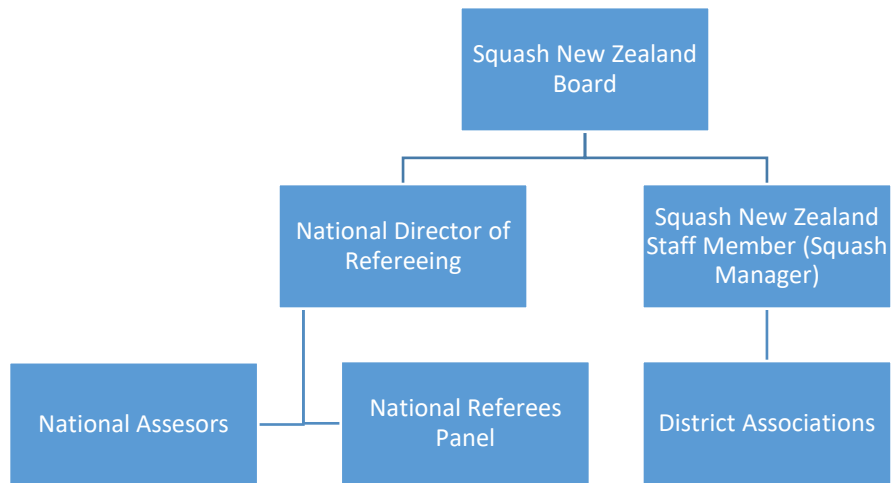
The National Director of Refereeing is the overall controller and director of National Refereeing, and is responsible to the Squash NZ Board.

The National Director of Refereeing provides a reporting link with the Squash New Zealand Staff Member in regards to the council, policy liaison and an overview of the budget.

1.4.2. Referees Management Panel Members

The Referees Management Panel members are to be appointed by a nomination/ballot system. Each Referees Management Panel member will serve a term of 3 years and one new panel member is to be appointed each year to maintain continuity within the Panel while continually introducing new blood and fresh ideas. Nominations will be called for in December from all active District and National referees for the vacant position i.e. in the absence of a willing nomination an outgoing panel member can be re-nominated, and voted on in January by all active National and District Referees. In the absence of a nomination the panel can co-opt a panel member.

2. Management and Communication Flow Chart



3. Other Refereeing Positions

3.1. National Assessors

National Assessors are appointed from existing National Referees by the National Referees' Panel.

3.1.1 Responsibilities

Reassess National Referees.

Assess National Referee candidates.

Assess District Referee candidates where practical.

Contribute to rule and examination reviews.

To be called upon, if necessary, to attend events for the sole purpose of conducting practical assessments.

3.2. Tournament Referees

Selected National and International events are to have a Tournament Referee appointed. The refereeing costs are to be provided for in the Squash New Zealand Annual budget.

Districts are encouraged to contact their local National Referees to employ this principle for their Open events.

3.2.1. Tournament Referee Appointments for National Events

Tournament Referees (TR's) shall be appointed by the Referees Management Panel.

One or more TR's shall be appointed for all events where a National Referee is in attendance.

TR's for these events should have a minimum qualification of National Referee or previous experience and exposure to being a TR at National and International Events.

For specific duties and responsibilities refer to the Squash New Zealand Staff Member (Squash Manager) for a copy of the responsibilities.

3.2.2 Tournament Referees for District Events

It is recommended that the TR for district events shall be appointed by the District Association in conjunction with the National Referees Director.

One TR should be appointed for all district events.

Where possible, all appointments should be made one month in advance of the event.

TR's for these events should have a minimum qualification of District Referee or previous experience at this level.

It is expected that the TR shall hold the same responsibilities as that of a TR for a National and International event. For specific duties and responsibilities refer to the Squash New Zealand Staff Member (Squash Manager) for a copy of the responsibilities.

4. Referees Management Panel Timetable

Activity	Due	Responsibility
Review Referee Activity classing all District and National Referees as active or inactive and meeting standard or not to standard	October/November	SNZ Squash Manager & National Assessors
Call for National Referee Availability for upcoming season including requests to be Tournament Referee	November/December	SNZ Squash Manager
Call for District Referee and National Candidate availability for upcoming season	November/December	SNZ Squash Manager
Call for nominations of members to National Referees Panel from all District and National Referees	December	SNZ Squash Manager
Vote on all nominations for members of National Referees Panel from all District and National Referees	January	SNZ Squash Manager
Appoint National Referees for upcoming season to relevant events and call for requests to be ATR making appropriate appointments	January/February	Referees Management Panel
Appoint assessors to events for National and Regional Assessments ensuring equal opportunity for assessments for referees to maintain their qualification	January/February	Referees Management Panel
Appoint Tournament Referees for all National events	January/February	Referees Management Panel
Appoint District Referee and National Candidates for upcoming season	January/February	Referees Management Panel
Circulate appointments to National Events for upcoming season as approved by Referees Management Panel	January/February	SNZ Squash Manager
Develop and Finalise District Programmes for upcoming season with districts	January/February	SNZ Squash Manager National Director of Refereeing
Circulate Referees Management plan with updated programme information to Districts, District and National Referees and all other relevant parties.	January/February	SNZ Squash Manager
Review individual referees goals for the upcoming season e.g. <ul style="list-style-type: none"> • Achieve higher level qualification of refereeing • Remain current with level of refereeing 	January/February	Referees Management Panel National Assessors

National Referees will be assigned to a particular National Assessor to help develop a plan and monitor progress throughout season.	January/February	National Assessors
District Referees will be assigned to a particular National Referee to help develop a plan and monitor progress throughout season.	January/February	National Referees
Plan assessments on all National Referees and assist in development of assessments for District Referees with relevant personnel.	January/February	Referees Management Panel National Assessors
Compile a report for Squash New Zealand Annual Report	September	National Director of Refereeing
Squash New Zealand AGM	November/December	SNZ Squash Manager National Director of Refereeing
Reconfirm Management Plan for following season after reviewing previous season	November/December	Referees Management Panel
Confirm CBTA Training Programme for following season after reviewing previous season	November/December	Referees Management Panel
Approve timeline of activities for the following season including but not limited to funding applications (HPSNZ and Grant Funding), workshops, conferences	November/December	Referees Management Panel
Review years spending and confirm budgeted spending for following season	November/December	National Director of Refereeing Referees Management Panel
Review policies as and when appropriate keeping in line with current WSF and PSA trends and recommendations	April July October	Referees Management Panel
Review budget ensuring staying within budget	April July October	National Director of Refereeing Referees Management Panel SNZ Squash Manager
Review current refereeing resources in line with current trends	April	Referees Management Panel

	July October	
Apply for funding as and when appropriate	Continual	SNZ Squash Manager
Support and promote refereeing	Continual	Referees Management Panel
Maintain current list of Referees within iSquash and other databases, as well as maintain official assessment registers	Continual	SNZ Squash Manager
Assessment sheets are circulated to the assessed referee, Squash New Zealand and National Director of Refereeing	Continual	National Director of Refereeing SNZ Squash Manager National Assessors

5. Refereeing Requirements and Duties

5.1 Introduction

There can be perceived conflict of interest for referees, these include, but are not limited to:

- Playing and referee in the same event.
- Parents of players refereeing potential opponents.

Any risk due to conflict of interest is to be mitigated by implementing the following procedure, which is repeated in the Squash NZ Tournament Referee Guidelines;

- A referee may not referee any match in his/her draw in a formal capacity in which it is possible that the referee may play either the winner or loser of that match in a subsequent round,
- Once a player is out of the main draw he/she may referee any subsequent championship match of his/her draw,
- Appointment of match referees is solely undertaken by the Tournament referee, whose word is final.

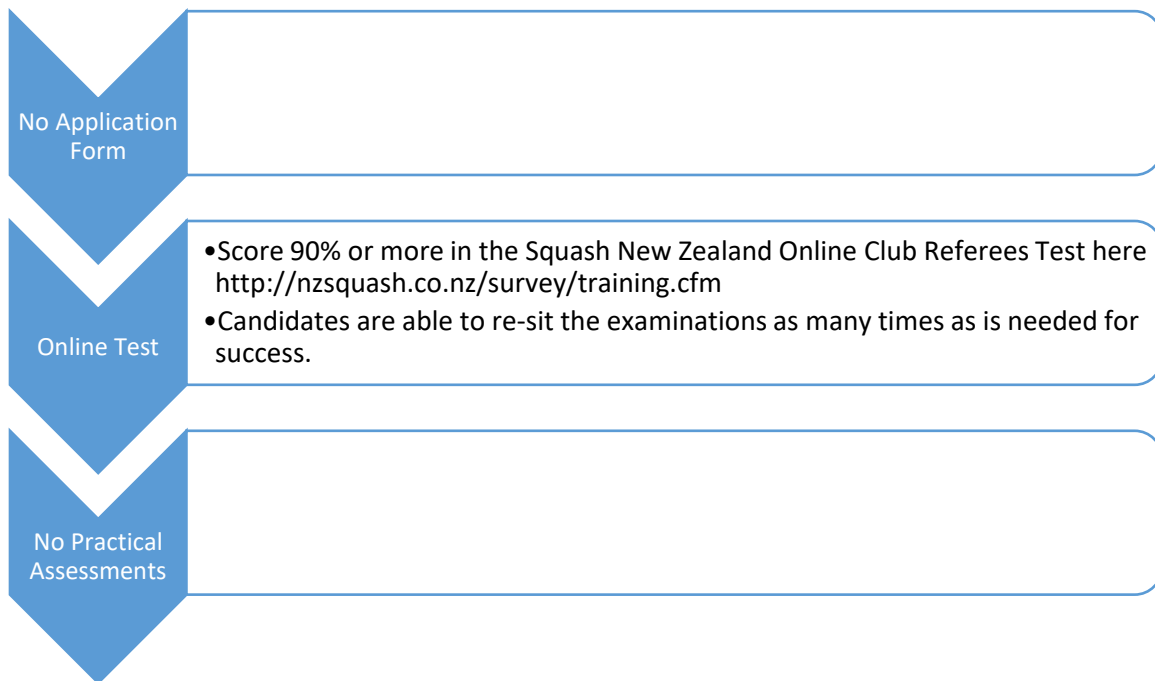
5.2. Refereeing Levels

5.2.1 Club Referee

An entry level accreditation for new referees, usually qualified at their own level of play.

No practical assessment is completed for a club referee.

Successful candidates should therefore be confident but still take care with the level of matches they choose to referee i.e. To referee matches up to their own playing level, but may be able to do higher levels depending on experience and ability.



The Club Referee qualification has a validity period of 2 season after which it will expire e.g. if you achieve the qualification in the 2015 season it is valid for 2015 and 2016 seasons with the requirement to re-sit the exam in 2017 to maintain your qualification.

This qualification is needed for participation in SuperChamps finals, and in Senior and Junior District Teams competition.

5.2.2 District Referee

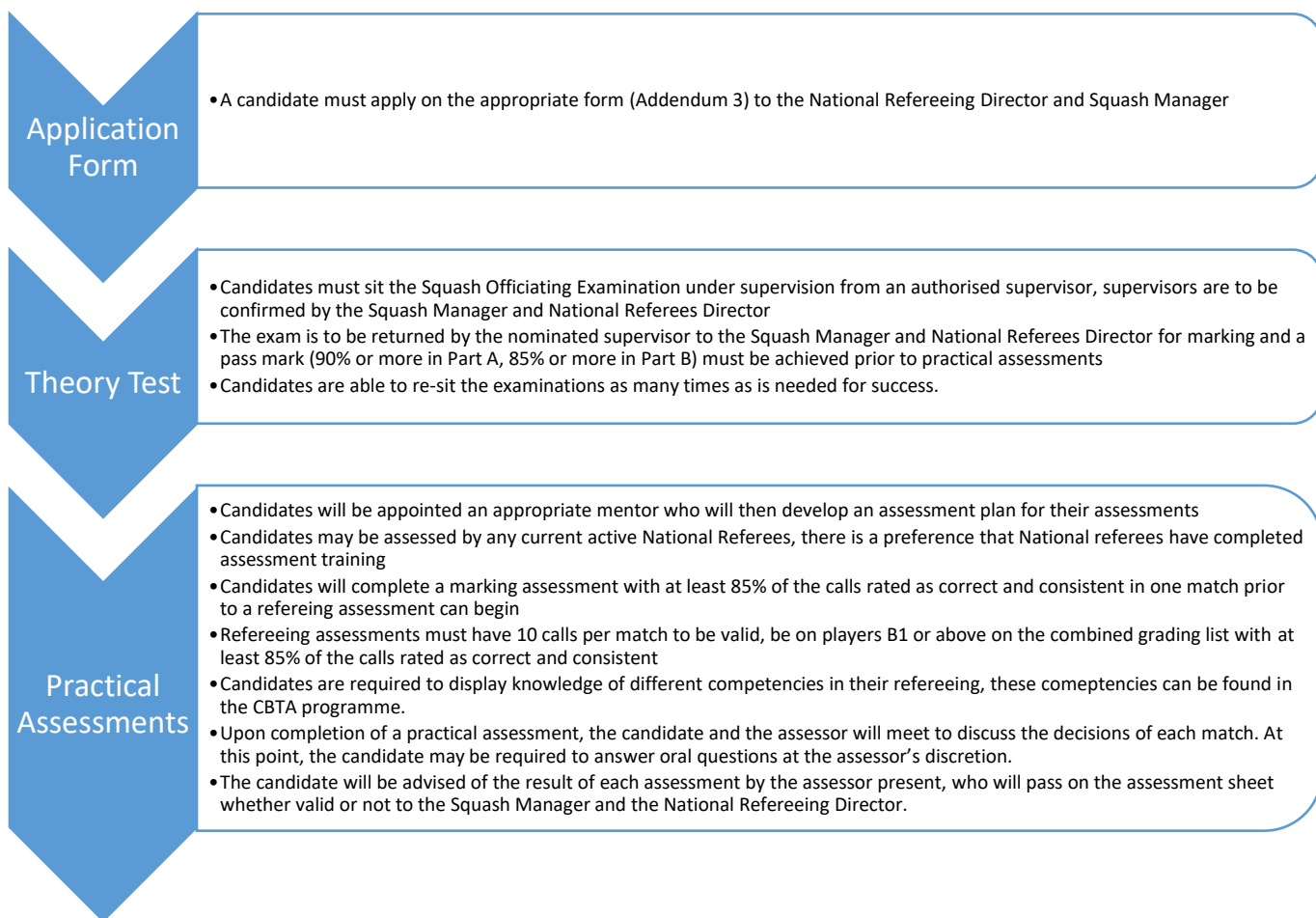
An entry or upgrading level of accreditation qualified up to Men's "B" Grade play in each District.

Practical assessment as per the CBTA training programme.

To referee matches up to men's 'B' grade level. May be called upon to carry out the duties of a National referee at the discretion of the Tournament Referee.

To assist in the instruction of potential Club Referees.

Complete and forward an activity form to the SNZ Squash Manager by 31st October each year. A copy of a typical activity form is at Addendum 1.



This examination is only available from the National Refereeing Director and Squash Manager – please make contact to arrange its use at g.carson@higgins.co.nz and admin@squashnz.co.nz. The National Refereeing Director and Squash Manager will assist in finding an appropriate supervisor and ensure all relevant examination material is at the venues.

Full details on the programme can be found in the CBTA programme here <http://nzsquash.co.nz/referee/pathway.cfm>.

Any District Referee wishing to remain on the SNZ Active Referees list must meet the requirements of the CBTA programme.

Any inactive District Referee wishing to recommence on the SNZ Active Referees list must meet the requirements of the CBTA programme.

Upon qualification as a District Referee the National Referees Director will ensure a congratulatory letter is sent to each District Referee when they qualify.

Districts are encouraged wherever possible to hold presentation awards for qualified referees in conjunction with Tournament prizegiving functions. This will assist in recognition of qualified referees.

5.2.3. National Referee

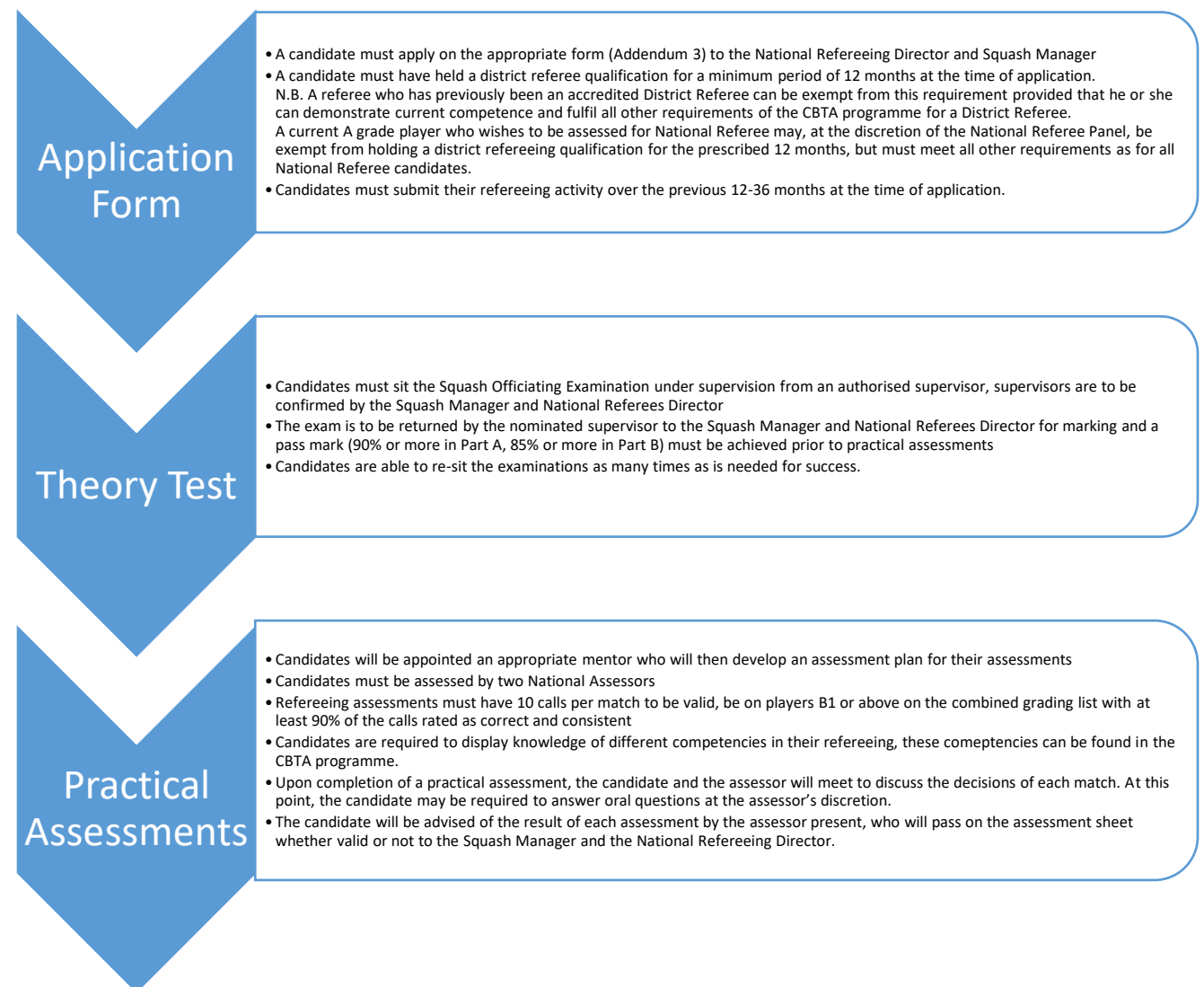
The highest level of accreditation qualifying referees for the highest level of play in each District, and for all National and other higher level tournaments in New Zealand.

Practical assessment as per the CBTA training programme.

To referee matches at all levels.

To assist in the instruction of potential Club and District Referees.

Complete and forward an activity form to the Squash Manager by 31st October each year. A copy of a typical activity form is at Addendum 1.



This examination is only available from the National Refereeing Director and Squash Manager – please make contact to arrange its use at g.carson@higgins.co.nz and admin@squashnz.co.nz. The National Refereeing Director and Squash Manager will assist in finding an appropriate supervisor and ensure all relevant examination material

is at the venues. N.B. The exam for a National Referee is the same as a District Referee and National Candidates who have completed this exam will not be required to complete this again.

Full details on the programme can be found in the CBTA programme here <http://nzsquash.co.nz/referee/pathway.cfm>.

Any National Referee wishing to remain on the SNZ Active Referees list must meet the requirements of the CBTA programme.

Any inactive National Referee wishing to recommence on the SNZ Active Referees list must meet the requirements of the CBTA programme.

Upon qualification as a National Referee the National Referees Director will ensure a congratulatory letter is sent to each National Referee when they qualify.

Squash NZ shall send a Management Plan to each new National Referee when they qualify.

An Activity Form must be completed at each National Tournament and handed to the Tournament Referee for submission with the tournament report, and an appropriate activity form for the year should be maintained and available to SNZ as per the CBTA Training Programme.

5.2.4. Regional Referee

Squash New Zealand also recognises the accreditation of Oceania Squash Federation Regional Referee administered by the Oceania Squash Federation. This accreditation meets and exceed the New Zealand National accreditation in all respects and any referee holding this qualification will meet National Referee Accreditation.

This programme follows the Oceania CBTA programme.

5.2.5. WSF Referee

Squash New Zealand also recognises the accreditations of World Squash Federation Referee administered by the World Squash Federation. This accreditations meets and exceed the New Zealand National accreditation in all respects and any referee holding this qualification will meet National Referee Accreditation.

This programme follows the WSF CBTA programme.

5.2.6 Referee Status Review

All referees will have their refereeing status reviewed on an annual basis and the following criteria will be applied:

1. Referees will be classed as active or inactive based on activity reports provided in October
2. Referees will be classed as meeting or not meeting their current refereeing status under the CBTA programme through a written letter by the National Referees Director
 - a. The referee will be advised of what they need to do to retain their Referee accreditation and a timeframe for doing so, or
 - b. The referee will be accredited at the lower level e.g. National to District, provided their record meets the requirements set out in the CBTA
3. Appropriate support in the way of mentoring, guidance, advise or coaching will be offered to referees in either case to assist them to reach or retain their desired level of refereeing in a suggested timeframe.

5.3. Accreditation

Squash New Zealand will maintain a database of referees within iSquash.

The Squash New Zealand Squash Manager shall ensure a current list of International, Regional, National and District Referees is maintained within iSquash as well as on the official assessment register is kept current and circulated on a regular basis.

6. Awards

There are two trophies for award to referees each season.

The Referees Panel will decide the recipients for these trophies after receiving nominations for both. The panel may seek external advice where panel members are nominated.

The Referees Panel will then recommend the recipients to the SNZ Board, with justification, for ratification.

One referee may be awarded both trophies in the same year.

The Referees Panel may decide there be no recipient for either trophy if suitable recipients are not nominated.

Only recipients in a voluntary role may receive these awards.

6.1. The Derek Cook Memorial Trophy

This trophy, donated to Squash NZ in 1981 by Kelvin Harding, is awarded for the most significant contribution in the field of Refereeing during the year.

This trophy focuses on the contribution to others in refereeing through training, assessment, encouragement, promotion or rules knowledge.

Awarded for one or more of, but not limited to:

- Significant contribution to referee training
- Significant contribution to referee assessment
- Significant contribution to local referee improvement
- Significant contribution through rules advice and interpretation
- Significant contribution through voluntary referee administration
- Significant effort in referee recruitment or advancement
- Significant effort in mentoring referees
- Significant promotion of refereeing
- Commitment to enhancing referee reputation and status through behaviour modelling
- Commitment to sharing knowledge and experience
- Exceptional and appropriate interaction with players and other referees

6.2 The Referees Trophy for Personal Endeavour

This trophy focuses on a referee's own achievement, improvement, effort, knowledge or ability.

Awarded for one or more of, but not limited to:

- An exceptional achievement
- The most improved referee over a season
- Significant improvement or achievement beyond current level
- Significant effort to improve own competency
- Significant appointment to referee internationally beyond current level (either within or outside of New Zealand)
- Significant improvement in status
- Exceptional assessment record
- Exceptional knowledge gained or displayed



7.0 Addendum 1. National/District Refereeing Qualification Application Form

NAME: Mr/Mrs/Miss/Ms _____
(First Names) (Surname)

Postal Address: _____

Telephone: (____) _____ (____) _____
Home Work

Mobile

Email: _____

APPLICATION FOR (circle one): DISTRICT/NATIONAL

Member of: _____
(Squash Club) (District)

Grading held: _____ Grading List Code: _____

NZ Exam Paper marks gained (ND to complete): P1= _____ % P2= _____ %

In applying to sit the examination, I am fully aware of the qualification pre-requisites and requirements and have included a record of my refereeing activity for the last 12 to 36 months.

Signed (applicant): _____ Date: _____