Squash New Zealand

Referee Management Plan

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REFEREEING MANAGEMENT PLAN

1. MISSION STATEMENT

To promote refereeing as an integral part of squash.

2. OBJECTIVES

- To establish a uniform standard of refereeing and application of the rules of squash of the World Squash Federation at all levels throughout New Zealand.
- To give all players and referees 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 club, district, national and international levels.
- To assist clubs and districts to establish and develop refereeing programmes.

3. STRATEGIES

- Establish and implement training programmes for all levels of referees.
- Maintain database with register of all District and National Referees.
- Establish referees convenors at District Level.
- Utilise and develop existing and new resource material.

4. CONTROL, ORGANISATION & ADMINISTRATION OF PROGRAMME

The programme shall be administered by a National Referees' Panel (NRP) consisting of the National Director of Refereeing, the SNZ Squash Director and up to three other people selected by the Director from expressions of interest with at least two persons being current National Referees.

The Chairman shall be the National Director of Refereeing who provides a reporting link with council, policy liaison and an overview of the budget.

The National Referees' Panel shall meet by phone or in person, as required, to implement the Referee Management Plan.

They will keep the District Convenors fully informed through regular circulation of information.

MANAGEMENT AND COMMUNICATION - FLOW CHART

Squash New Zealand Board

↓

National Director of Refereeing

↓

National Referees' Panel ——— National Assessors

↓

District Convenors ——— District Administrators

NATIONAL REFEREES' PANEL TIMETABLE

1. February/March

- Circulate Districts/SDOs with updated programme information
- Tournament Allocations

3. September

- Evaluate current year's programme
- Establish following year's programme/budget for Council meeting

4. October

- Meet and confirm policy and programme for next 12 months
- Consider any Sport New Zealand/HPSNZ applications/scholarships

5. November

- Squash New Zealand AGM

JOB DESCRIPTIONS

4.0 NATIONAL DIRECTOR

APPOINTMENTS

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

RESPONSIBILITIES

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

2. In conjunction with the National Referees' Panel, the Director shall be responsible for the formulation of all National refereeing policy and shall ensure that it is implemented at all levels within budget constraints.

3. The ND shall set suitable dates for the assessment of National Referee candidates. The ND shall ensure that personnel wishing to qualify as National Referees have been listed as District Referee for 12 months (except for fast track situations). The ND will also ensure that there are suitably qualified persons in attendance at such events for the sole purpose of assessment.

4. The ND is responsible for the appointment of all Tournament referees for national events in conjunction with the National Referees' Panel. It shall be the duty of the ND to inform Squash NZ of such appointments who will in turn advise the appointee, Club and District.

5. The ND shall liaise with each District and produce a list of International, Regional and National Referees for the Squash NZ Annual Report.

6. Squash NZ shall send a Management Plan to each new National Referee when they qualify. This Plan has a copy of the Activity Form required annually. 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 Training Programme attached.

7. The ND shall ensure that a congratulatory letter is sent to each National Referee when he/she qualifies, and a certificate is issued by SNZ.

8. The ND shall maintain a record of the activities of the National Referees as appropriate. This record will include matches marked and refereed, any assessments carried out and rules presentations conducted.

9. The National Director shall compile a report for the Squash New Zealand Annual Report no later than 30 September each year.

4.1 DISTRICT CONVENORS

APPOINTMENT

To be appointed annually by District Committees.

RESPONSIBILITIES

1. To annually review and to classify all District Referees into active and inactive lists and send the list to Squash NZ.

2. To ensure all examination material is available at venues where examinations will be held and that suitably qualified persons are in attendance to carry out the examinations.

3. The District Convenors shall keep up to date with District and National requirements and disseminate to clubs as appropriate.

4. The District Convenors shall, in conjunction with the SDOs, organise a series of lectures or any other type of educational information to assist Clubs.

5. To encourage clubs to appoint a Club Convenor for rules and refereeing.

6. Notify SNZ of new DRs and request congratulatory letters and certificates.

4.2 NATIONAL REFEREES' PANEL

The panel shall consist of the National Director of Refereeing, the SNZ Squash Director and up to three other people selected by the Director from expressions of interest with at least two persons being current National Referees.

APPOINTMENTS

To be appointed annually by Squash New Zealand Board on recommendation from the National Director of Refereeing.

RESPONSIBILITIES

1. Set standards, accreditation and training procedures for referees.

2. Set examination papers.

3. Appoint national assessors.

4. Review rule change submissions.

5. Recommend International and Regional refereeing candidates to the National Director.

4.3 NATIONAL ASSESSORS

APPOINTMENTS

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

RESPONSIBILITIES

1. Reassess National Referees.

2. Assess National Referee candidates.

3. Assess District Referee candidates where practical.

4. Assist with presentations at Regional and District Workshops.

5. Contribute to rule and examination reviews.

4.4 TOURNAMENT REFEREES

All events are to have a Tournament Referee appointed. The refereeing costs are to be provided for in the tournament budget. This principle shall be encouraged for District Opens and regional club tournaments.

4.4a Tournament Referees for National Events

APPOINTMENTS

Tournament Referees (TR's) shall be appointed by the National Referees' Panel. One or more TR's shall be appointed for all International, Senior, Junior, WSA or PSA events and the appointment(s) should be made at least three months in advance of the event. TR's for these events should have a minimum qualification of National Referee or previous experience at these levels.

RESPONSIBILITIES

10. The TR shall be responsible for the allocation of match referees at all National Events.

2. The TR is required to provide a written report on the Event using the appropriate Squash NZ form.

Squash NZ to provide a Tournament Referees Pack to each appointed TR.

1. Referee Activity Sheets
2. Tournament Report form
3. Code of Conduct sheets
4. SNZ Claim forms
5. Referee Assessment forms
6. Risk Analysis and Management System
7. SNZ addressed & stamped envelope for return of forms

NOTE: For specific duties and responsibilities refer to Addendum 1. (currently under review)

4.4b Tournament Referees for District Events

APPOINTMENTS

It is recommended that the TR for district events shall be appointed by the District Convenors in conjunction with the host club's Tournament Director. One or more TR's shall 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.

RESPONSIBILITIES

The TR shall be responsible for the allocation of match referees at all district events in conjunction with the host club tournament control. The TR shall be required to provide a report to the district.

11. REFEREEING REQUIREMENTS AND DUTIES

Refereeing Levels

1. Club Referee
2. District Referee
3. National Referee
4. Regional Referee
5. WSF Referee

12. CLUB REFEREES

It must be recognised that no practical assessment is completed for a club referee, and successful candidates should therefore be confident but still take care with the level of matches they choose to referee.

13. To referee matches up to their own playing level, but may be able to do higher levels depending on experience and ability.

14. DISTRICT REFEREES

15. 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.

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

3. To complete and forward an activity form to the District Convenor by 31st October each year.

NOTE: A copy of a typical activity form is at Addendum 2

16. NATIONAL REFEREES

The National Referees' Panel is to ensure there is on-going assessment of national referees and that assessment sheets are sent to the National Director (a copy to be retained by the assessed referee).

17. To referee matches at all levels.

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

3. To maintain an activity form as laid out in the attached Training Programme to be available to SNZ on request. This includes all club, district and New Zealand events.

NOTE: A copy of a typical activity form is at Addendum 2.

REFEREEING QUALIFICATIONS

18. CLUB REFEREE

Club Referee is an initial step in the pathway to becoming a squash referee in New Zealand. The requirement to become a Club Referee is to score 90% or better in Part One of the official referee examination as found on the Squash New Zealand website (Introductory (Club) Referee examination – April 2014).

This examination may be downloaded in either PDF or Word format. A completed copy of the examination may then be sent for marking in either hard or soft copy (the preferred method and quickest) to:

The National Director or cm.buckland@xtra.co.nz
63 Oak Grove
Ashburton 7700

Results as a percentage will be returned by email to the candidate (please ensure an address is included) as well as to the district referee co-ordinator. Results will not include which questions were answered correctly or incorrectly. Candidates are able to re-submit examinations for marking as many times as is needed for success.

Club referees can be expected to referee matches up to their own playing level, but may be able to do higher levels depending on experience and ability. It must be recognised that no practical assessment is completed for a club referee, and successful candidates should therefore be confident but still take care with the level of matches they choose to referee.

The Club Referee qualification has a validity period of 2 years after which it will expire. On expiry, candidates will be required to re-sit the examination to re-validate their Club Referee status.

Note that this qualification is needed for participation in Super Champs finals, and in Senior and Junior District Teams competitions (a new requirement).

19. DISTRICT REFEREE

Pre-requisite

A candidate must apply on the appropriate form to their District Convenor to sit the District practical examination. The SQUASH OFFICIATING EXAMINATION must be sat without assistance under appropriate supervision, submitted to the National Director for marking and a pass mark achieved before practical assessments begin. (Confirmation of the application and the nominated tournament for assessments will be advised to the candidate by the District Convenor). The NRP may be called upon to help and advise on selection of tournament and assessors. This examination is only available from the National Director – please make contact to arrange its use at cm.buckland@xtra.co.nz

For an application form see Addendum 4.

A pass mark of 90% or better is required for Part One and a pass rate of 80% or better is required for Part Two. Note this exam must be sat under the supervision of a SDO, District Referee Convenor or someone appointed by the District Referee Convenor).

Practical Assessment

The candidate may be assessed by any current active national referees, but a National Assessor is preferable if possible. All assessments are to be on matches involving players at least B1 on the combined grading list. One valid pass is required to qualify. The candidate will first be assessed on marking, with at least 85% of the calls rated as correct and consistent in one match before refereeing assessments can begin (no minimum number of calls). Refereeing assessments must have 15 calls per match to be considered a valid match with at least 85% of the calls rated as correct and consistent. The assessor may deem a match of insufficient difficulty to warrant a valid assessment despite the minimum 15 calls being reached.

The candidate will be given an Assessment Card which must be presented to and signed off by each Assessor on achieving a valid pass for both marking and refereeing. All assessment sheets, whether valid or not, must be submitted to the National Director.

Upon completion of a practical assessment, the candidate and the assessor will meet to discuss the decisions of each match. At this point, the candidate may be required to answer oral questions at the assessor's discretion. The candidate will be advised of the result of each assessment by the assessor present, who will also advise the District Convenor or SDO and the NDR, through the Squash New Zealand national office.

A pass mark is valid for 24 months. i.e. if a candidate is not successful in a 24 month period and wishes to carry on they must submit a new application. District Referees will be required to re-validate their qualification via an assessment every 3 years, otherwise they will be considered inactive.

If an inactive District Referee wishes to recommence refereeing at a district level then the following shall occur:

1. If on the inactive list for 24 months they must pass 1 marking assessment and one refereeing assessment. Pass rate as for the practical examination.
2. If on the inactive list for 3 years or more they will need to sit the full practical examination again.

20. NATIONAL REFEREE

Pre-requisite

A candidate must have held a district referee qualification for a minimum period of 12 months at the time of application. A candidate is required to complete the application form found in Addendum 2, and send it to the National Director to sit the National practical examination, along with their examination for marking and their refereeing activity over the previous 12 to 36 months (minimum 12 months). The SQUASH OFFICIATING EXAMINATION (available from the National Director on request) must be sat without assistance under appropriate supervision, submitted to the National Director for marking and a pass mark achieved before practical assessments begin. (Confirmation of the application and the nominated tournament(s) for assessments will be advised to the candidate by the National Director).

NOTE: The candidate must be prepared to attend the nominated tournament as a candidate only. Play in the tournament is generally not permitted**.**

For an application form see Addendum 4.

A pass mark of 90% or better is required for Part One and a pass rate of 85% or better is required for Part Two. Note this exam must be sat under the supervision of an SDO, District Referee Convenor or someone appointed by the District Referee Convenor).

A current A grade player who wishes to be assessed for National Referee may, at the discretion of the NRP, be exempt from holding a district refereeing qualification, but must meet all other requirements as for all National Referee candidates.

Practical Examination

The candidate must gain valid passes assessed by at least 2 different National Assessors. All assessments are to be on matches involving A grade players on the combined grading list. The candidate will first be assessed on marking, with at least 90% of the calls rated as correct and consistent in one match before refereeing assessments can begin (no minimum number of calls). Refereeing assessments must have 20 calls per match, at least 15 of which must be interference appeals, with at least 85% of the calls rated as correct and consistent to be considered a valid match. The assessor may deem a match to be of insufficient difficulty to warrant a valid assessment despite the minimum 20 calls being reached. Candidates must demonstrate the requisite qualities of control and composure. There must be at least four valid passes gained on matches as laid out in the attached Training Programme section5.2. One point will be awarded for each valid refereeing pass and four refereeing points are required to become a National Referee.

The candidate will be given an Assessment Card which must be presented to and signed off by each Assessor on achieving a valid pass. All assessment sheets, whether valid or not, must be submitted to the National Director.

All valid passes will be determined at the discretion of the National Refereeing Panel for ratification or recommendations for further development. This means a candidate may reach the required number of points, but still not progress to National Referee status.

In exceptional circumstances and at the discretion of the assessor one match may include ‘B1’ grade players but this is not encouraged.

Upon completion of a practical assessment, the candidate and the assessor will meet to discuss the decisions of each match. At this point, the candidate may be required to answer oral questions at the assessor’s discretion. The candidate will be advised of the result of each assessment by the assessor present, who will also advise the National Director, through the Squash New Zealand national office.

Note that, a candidate who does not pass the marking requirement within 2 attempts will be asked to re-assess their application. Also, a candidate who achieves 2 valid fails (sufficient calls, but not passing) will be required to meet with the National Director or their appointee to discuss a plan to move forward successfully.

A pass mark is valid for 24 months. i.e. if a candidate is not successful in a 24 month period and wishes to carry on they must submit a new application.

National Referees will be required to re-validate their qualification via an assessment every 3 years, otherwise they will be considered inactive.

Any Regional/National Referee wishing to remain on the SNZ Active Referees list must referee at least one of the SNZ sanctioned tournaments each year.

If an in-active Regional/National Referee wishes to recommence refereeing at a national level then the following shall occur:

1. If on the in-active list for 12 months they must pass 1 marking assessment and 2 refereeing assessments. Pass rate as for the practical examination.
2. If on the in-active list for 2 years they must pass 1 marking assessment and 3 refereeing assessments. Pass rate as for the practical examination.
3. If on the in-active list for 3 years or more they will need to sit the full practical examination again.

Ongoing Assessment

All National Referees will be assessed by a member of the Assessment Panel at least annually. Where possible, a member of the panel will be allocated to national events solely to perform assessments. Where an assessment results in a valid fail, the referee in question will be required to seek further mentoring or training before undergoing further assessment within an appropriate timeframe.

21. REGIONAL REFEREE

This section follows the WSF CBTA programme

22. INTERNATIONAL REFEREE

Refer to the WSF Competency Based Training and Assessment Programme. Available on the WSF website – www.worldsquash.org

23. EXAMINATIONS

1. SQUASH OFFICIATING INTRODUCTORY (CLUB) EXAMINATION

   To be used to qualify as a Club Referee as outlined in section 6.1 above. Club referee qualification is required for players at Superchamps finals.

2. SQUASH OFFICIATING EXAMINATION

   Required for qualification as District or National Referee, as outlined in sections 6.2 and 6.3 above.

For 2**,** the examination must be sat under supervision (SDO, District Referee Convenor, etc).

24. ACCREDITATION

Certificates will be presented to all qualified District and National Referees. These will be formally presented at the earliest opportunity by Squash NZ.

Districts may provide a suitable form of recognition to their Referees to signify the relevant qualification.

NOTE: 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.

25. REFEREES REGISTER

The Squash NZ office shall hold a database with a register of all current Club, District and National Referees.

The list of active National Referees will be published in the Squash NZ Annual Report and will be circulated to District Convenors following the release of that report.

26. AWARDS

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.

The recipient is selected annually by the National Director (in consultation with the National Referees' Panel) prior to the Senior NZ National Championships. Any individual or group may make a nomination to the NRP supported by relevant detail. The selection requires ratification by the Squash NZ Executive Council. Presentation of the award is made at the prizegiving of those championships.

ADDENDA

1. National Tournament Referees Responsibilities
   Responsibilities of the Match Referee
   Referees Dress Code
   Code of Conduct for Referees
2. National/District/Introductory Referees Activity Form
3. Code of Conduct Report Sheet
4. National/District Refereeing Qualification Application Form

5. Risk Analysis and Management System
6. Tournament Referees Report Form

Addendum 1

NATIONAL TOURNAMENT REFEREE'S RESPONSIBILITIES

(Note: this section is currently under review)

1. Early Liaison

The Tournament Referee shall liaise at the earliest possible time with the other referees, appointed by the referees' panel, and the Tournament Director for confirmation of availability and any other relevant details pertaining to that tournament.

2. Appointment of Referees and Markers

The Tournament Referee should be satisfied as to the suitability of the seating/standing locations for the Referees and Markers and verify that microphones, where available, are in working condition.

3. Player Introductions

Where the match justifies the player introduction to include additional information regarding the player/sponsor/match, the Tournament Referee shall ensure that such information is available to the Marker.

4. Disputes

The Tournament Referee shall adjudicate on all disputes involving refereeing or marking.

5. Refereeing by Tournament Referee

Tournament Referees are permitted to referee in any tournament as long as the following happens:

(a) Appoint a substitute Tournament Referee to act while he/she is refereeing.
(b) Advise the Tournament Match Controller of the situation and see that an appropriate notice of the substitute's appointment is placed on the Tournament board.

6. Report (for National Events or as directed)

The Tournament Referee shall complete the Squash NZ report form within fourteen days and forward it to Squash New Zealand together with any special

report required for disciplinary matters arising during the Tournament either on or off the court.

At the beginning of the tournament the tournament referee will give out sheets to each referee to record each match they referee along with the scores. Once the tournament is over these referees will then hand their record of matches to the tournament referee to compile.

Note: A code of conduct report sheet must be completed by the Match Referee when a conduct stroke, conduct game or conduct match has been awarded. The Tournament Referee will comment as necessary and sign these sheets and will include them with their tournament report.

RESPONSIBILITIES OF THE MATCH REFEREE

The Match Referee shall:

1. Have a full knowledge of the Rules of Squash and their current and correct interpretation as laid down by the WSF.

2. Ensure that there is a fair result to the match.

3. Ensure the safety of both players.

4. Meet with the appointed Marker prior to the match to discuss any special arrangements that may be necessary and work with the Marker in a cooperative manner during the match.

5. Ensure that the appropriate equipment is in position or available before the start of the match, i.e.:
   - Stopwatch
   - Marking sheets (2) and clip-boards if necessary
   - Balls (2)
   - Pens (2)
   - Microphone

6. Make decisions as required by the Rules of Squash. The Referee's decision on all Questions of Fact, i.e. issues relating to what actually occurred during a specific instance in a match, is final.

REFEREE DRESS CODE

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

CODE OF CONDUCT FOR REFEREES

Squash NZ requires a high standard of professionalism and conduct from all its Referees.

These standards are as follows:

1. Referees should be in good physical condition.

2. Referees must have natural or corrected vision of 20-20 and normal hearing.

3. Referees must have a full knowledge of the Rules of Squash and their current and correct interpretation as laid down by the WSF.

4. Referees should arrive at least 30 minutes prior to the start of the session. Referees should also be prompt for all matches assigned to them.

5. Referees may not drink any alcoholic beverage before their match on the day they are to officiate.

6. Referees should not criticise or attempt to explain calls or decisions by other Referees to anyone other than to those Referees directly, or to the Tournament Referee. Where Referees agree to conduct assessments on each other, these should be done discreetly but must be co-ordinated and supervised by the Tournament Referee.

7. Referees shall not, except in the ordinary course of controlling the crowds during a match, converse with the crowd before, during or after the match.

8. Referees shall at all times maintain complete impartiality with respect to all players and shall not enter into any relationship or take any action which casts doubt on his or her impartiality as a Squash Referee.

9. Referees shall at all times conduct themselves in a professional and ethical manner and give due regard to other Referees and tournament personnel.

10. Referees shall not participate in a media interview or meeting with a journalist where the statements relating to Squash refereeing can be printed or broadcast without the approval of the Tournament Referee.

11. The Code of Ethics to be signed. (Must be signed at the time of application for National Referee)

Referees must maintain an up-to-date activity log, which will be reviewed on an annual basis by the Director and NRP.

Addendum 2

NATIONAL/DISTRICT REFEREES ACTIVITY FORM
(National forms to be returned to Squash NZ, District forms to be returned to District Convenors)

NAME:

….....

REFEREE QUALIFICATION:

.....

ADDRESS:

.....

.....

.....

DISTRICT REPRESENTING:

….....

CLUB REPRESENTING:

…….....……

PHONE NO: (home) .....

(work) .....

(mobile) ……..……

FAX NO: .....

Signed: .....

Date: .....

NOTE: 1. Record Refereeing Activity on appropriate form.

2. Forward completed form to Squash NZ, PO Box 44039, Point Chevalier, Auckland 1025, by 31 October each year.

REFEREE ACTIVITY SHEET	Name:	Year:	Page:

	DATE	TOURNAMENT	ROUND	R/M/A	PLAYER A (WINNER)	PLAYER B	RESULT
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Codes = R (Referee), M (Marker), A (Assessor) – if 3-ref system, use LR, CR or RR. **RESULT = 3/1 etc**

Code of Conduct

Report Sheet

Tournament: _____ Venue: _____

Players: _____ v _____

Date: _____ Round: _____

Match Officials Referee: _____ Marker: _____

Tournament Referee: _____

Player's Name: _____

Penalty: _____

Code: _____ Score: _____

Description of Violation:

_____
_____
_____
_____
_____

Code Reference

A: Time Wasting	B: Audible Obscenity	C: Visible Obscenity
D: Abuse of Ball	E: Abuse of Racket/Equipment	F: Verbal Abuse
G: Physical Abuse	H: Unsportsmanlike Conduct	I: Dissent

General Comments:

_____
_____
_____
_____
_____

Signed: _____ _____

(Tournament Referee) (Match Referee)

Addendum 4

NATIONAL/DISTRICT REFEREEING QUALIFICATION APPLICATION FORM

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

Postal Address :		
Telephone:	**Home**	**Work**
	Mobile	**Fax**
Email:		

APPLICATION FOR (circle one)**:** **DISTRICT** **NATIONAL**

Member of _____ **Squash Club**, _____ **District**

National Squash Grading held: _____

Grading List Code : _____

Date of obtaining District Refereeing Qualification (where applicable)**:** _____

Venue/Tournament at which District Refereeing qualification was obtained (where applicable)**:** _____

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

Activity Record attached: Yes / No (please circle one)

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:** _____

(District Convenor): _____ **Date:** _____

DISTRICT or NATIONAL DIRECTOR use only

Date Application Received:

Tournament allocated for examination:

Date allocated for examination:

Date applicant notified:

Risk Analysis and Management System

Name: _____ Date: _____

Activity/Situation: **Refereeing a Squash Game**

<table>
<tr><td></td><td colspan="3"></td></tr>
<tr><td>Risks
Accident, injury other forms loss</td><td colspan="3">The following injuries can occur from incorrect technique (e.g back swing, losing control of racquet), poor discipline or through general play:
• Soft tissue injuries – sprains, strains, haematomas
• Lacerations
• Fractures
• Concussion
• Eye injuries
• Dehydration</td></tr>
<tr><td rowspan="2">Causal Factors
Hazards, perils, dangers</td><td>People</td><td>Equipment</td><td>Environment</td></tr>
<tr><td>• Lack of fitness for game
• Lack of skill for the level of competition
• Lack of knowledge for the laws/rules of the game
• Poor discipline
• Threatening behaviour from participants i.e. players, coaches</td><td>• Racket
• Ball</td><td>• Court
• Poor floor conditions</td></tr>
</table>

<table>
<tr><td rowspan="2">Risk Management Strategies</td><td>Normal Operation</td><td></td><td>• Check for any dangerous items of clothing e.g. jewellery
• Confirm all junior players have eye guards.</td><td>• Check the court is in playable condition
- look for wet/slippery patches</td></tr>
<tr><td>Emergency</td><td colspan="3">- Establish whether a first aid kit is immediately accessible in case of injury
- The referee is empowered to call off the game if required in event of the following:
- Abusive coaches
- Threatening behaviour from players
- Unruly and threatening spectators
- Continuous dangerous play
- Awareness of appropriate measures to implement in case of serious/life threatening injury</td></tr>
<tr><td colspan="2">Relevant Industry Standards Applicable</td><td colspan="3">- Health and Safety in Employment Act 1992</td></tr>
<tr><td colspan="2">Policies and Guidelines Recommended</td><td colspan="3">- Squash New Zealand provide refereeing guidelines appropriate for all levels of the game
- All referees are recommended to carry out a basic risk management check prior to the game being played</td></tr>
<tr><td colspan="2">Skills Required by Staff</td><td colspan="3">- Referees should have knowledge of the rules of the game appropriate to the level at which they are refereeing
- Effective refereeing requires basic skills in the following areas – decision making, concentration, communication, control and organisation</td></tr>
<tr><td colspan="2" rowspan="2">Final Decision on Implementing Activity</td><td colspan="3">Choose One</td></tr>
<tr><td>Accept:

Comments:</td><td></td><td>Reject:</td></tr>
</table>

Squash New Zealand **Addendum 6**

TOURNAMENT REFEREE - REPORT FORM

This form should be returned to the NZ Squash national office within 14 days of the event.

1 Name of Tournament Referee _____

2 Event: _____ Date of event: _____

3 Venue: _____ District: _____

4 Number of A Graded participants: Male: _____ Female; _____ Total: _____

5 Number of NZ Referees used: _____

6 Number of matches refereed by NZ Referees: _____
(please record details overleaf)

7 Were there any unusual problems encountered with refereeing during the event - and if so, how were they resolved?

_____

_____

8 The overall standard of refereeing at the event was:

Excellent Good Fair Below average Poor (circle one)

Comments: _____

_____

9 Player behaviour, court attire, unnecessary defaults etc.: _____

_____

10 Relationship with the Tournament Director and Tournament Controllers:

_____

11 General comments: _____

_____

_____

14 TR Signature: _____ Date: _____

Squash New Zealand

Referee Management Panel

TRAINING PROGRAM

for the accreditation of

SQUASH REFEREES

ISSUE STATUS

Issue	Pages Affected	Date	Amended By
1.00	Entire document	October 2014	G.Carson

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Section 1: Training Program General Information, Administration and Policies

1.1 Details of the administrator of the training program

Name:	Squash New Zealand
Contact:	Michael Pittams
Postal Address:	PO Box 21781
	Henderson
	Auckland
Street Address:	
Email Address:	michael@squashnz.co.nz
Telephone:	09 8150970
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Authorisation of the Organisation:

Jim O'Grady
Chief Executive Officer

Chris Buckland
National Director of Refereeing

1.2 Name of the Training Program

Squash Referee Training Program

1.3 Purpose of the Training Program

This training program defines the pre-requisites, competencies, training, activity and assessment requirements for all three levels of New Zealand Squash Referee. These levels are:

- Club Referee – an entry level accreditation for new referees, usually qualified at their own level of play;
- District Referee – an entry or upgrading level of accreditation qualified up to Men's "B" Grade play in each District; and
- 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.

Squash New Zealand also recognises the accreditations of Oceania Squash Federation Regional Referee and World Squash Federation Referee administered by these bodies respectively. These accreditations meet and exceed the New Zealand National accreditation in all respects.

1.4 Accreditation/Reaccreditation

Candidates for initial and ongoing accreditation must meet the requirements of this training program.

1.5 Integrated or Separate Officiating General Principles Component

This is a separate training course. The Australian Sports Commission (hereafter referred to as the "ASC") General Principles for Officials Introductory and Advanced level courses are pre-requisites to this training program (see Section 2).

1.6 Assessor Qualifications

Assessors of National Referee candidates must have at least a Squash NZ National Referee accreditation and be appointed by the Squash New Zealand Referee Management Panel. It is desirable that assessors also have attended an assessor training program.

1.7 Assessor Training

As stated above it is desirable that assessors have undertaken a formal training program and to this end a Squash Assessor Training Program is under development.

1.8 Venue

The following are the minimum requirements for venues where training takes place:

Activity area

A squash court with sufficient viewing space to conduct the practical refereeing task.

Classroom

- A classroom space is required to conduct the non-practical components of the training program, including:
- VCR and monitor
- White board marker and pens
- Overhead or data projector and screen

1.9 Insurance

Squash New Zealand insures all accredited referees against public liability ($5 million) and professional indemnity ($1 million).

1.10 Code of Practice for Training Program deliverers

Squash New Zealand endorses the ASC's Code of Practice for Training Program Deliverers. See Appendix 1.

1.11 Official's Code of Ethics

Squash New Zealand has adopted a Code of Ethics for Referees which contains elements of the World Squash Federation's code and requires officials to sign and to put into practice this code. Any breaches of the code of ethics will be assessed by the Referee Management Panel, who will decide on any penalty that may be applicable. The subject(s) of the hearing have recourse to appeal to the Squash New Zealand Executive Council, who will act in accordance with the Rules of the organisation.

1.12 Complaints Handling Procedures

Candidates with grievances about the conduct of their training program or seeking appeals on their assessment process must submit them in writing to the National Director of Refereeing within 30 days of the completion of the training program or on receiving notification of their assessment outcome.
All grievances and appeals will be considered by the Referee Management Panel convened by Squash New Zealand. The panel will inform the candidate of the process they use to consider the grievance and the outcome of the deliberations within 30 days of receiving the grievance/appeal.

Further grievances and appeals will be referred to the Chief Executive Officer for consideration and decision.

1.13 Flexible Delivery

Delivery of the integrated Squash New Zealand National Referee Training Program will normally be through face-to-face seminars and the practical refereeing task. For grouped candidates outside capital cities, presenters and assessors will usually travel to them.

To assist with the Distance Education (DE) program for participants outside capital cities, a range of video and DVD resources have been developed to assist with flexible delivery. These will minimise the face-to-face time required for training, particularly the practical refereeing task.

Some training programs will be offered over one or more weekends, while others will be offered during evening classes over a convenient period.

1.14 Implementation Strategy

Squash New Zealand will provide workshops for representatives from each District, to assist in training presenters, assessors and mentors involved with the new Squash training program. This will occur in the first year of the four year registration cycle of the training program. Quality monitoring procedures will identify further training needs during the following three years and District or national training sessions will be conducted accordingly.

Squash New Zealand has adopted a standardised Presenter's Kit with presenter notes, worksheets, overhead transparencies and CDs to assist with the rollout of current training programs. These will be adapted to suit revised training programs as they are registered with the ASC.

Squash New Zealand will provide assistance to Districts with the process of RPL. Districts should contact the National Refereeing Director for advice on requests for RPL.

1.15 Quality Control

1.15.1 Monitoring training program quality

The following procedures will be put in place to ensure quality control of courses:

- Ongoing presenter and assessor training as outlined in sections 1.8 and 1.10,
- Evaluation of presenters by course participants using course evaluation forms,
- Visits by members of the Referee Management Panel of Squash New Zealand to District based courses to evaluate delivery of courses and presenters.

1.15.2 Training program evaluation and review processes

In addition to the evaluation pro-forma, the following methods will be used to assess and review the course:

- Brief informal discussions with the course presenters will follow the course. These discussions will focus on the organisation of the course and the need for changes to the delivery methods.
- Data on numbers of participants completing this course, and progressing to National Level will be analysed.
- The course will undergo a thorough review every four years, and input sought from the Squash New Zealand Referee Management Panel.

1.15.3 Design and review committee

The following position holders will form Squash New Zealand's Training Program Design Committee:

- National Refereeing Director (Chairperson)
- A minimum of 2 Referee Management Panel Members
- Squash New Zealand Squash Director

Section 2: Previous and Ongoing Referee Experience

2.1 Entry Pre-Requisites

Prior to accreditation as a District Referee or higher under this training program, candidates shall:

- Have natural or corrected 20-20 vision and good hearing; and
- Sign and abide by the Squash New Zealand Code of Ethics for Referees; and

For National Referee accreditation,

- Be an accredited District Referee for at least 12 months; and
- Pass the ASC General Principles for Officials - Introductory Level course, either face-to-face or online; and
- Pass the ASC General Principles for Officials - Advanced Level course; and
- Have vision and hearing verified by a qualified medical professional.

Exemption to the requirement of being a District level referee for at least 12 months may be considered but usually only for players with significant experience playing at A-Grade level. The request for exemption must be made to the Refereeing Director and will be considered by the Referee Management panel for approval.

2.3 Recognition of Prior Learning (RPL)

There will be no honorary accreditation. All officials must satisfy the competencies for each level of accreditation. However, some practising referees may be able to satisfy all or most of the competencies required for accreditation without having to attend a formal course. Candidates may apply for exemption from all or sections of the course. Such people will be required to document their prior learning and submit it in writing to the course coordinator. These will then be passed on to the National Director of Refereeing for consideration. RPL assessment will be conducted using the RPL Assessment form in Appendix 3. The candidate may be required to demonstrate their expertise in a particular area by written or practical demonstration.

2.4 Recognition of Squash Specific and General Principles for Officials Courses

Candidates must supply the course coordinator with such letters, transcripts, certificates and descriptions of courses as is necessary to satisfy the various requirements of each level of accreditation. Evidence may include equivalent overseas accreditations and courses.

2.5 Updating

To retain their accreditation status, referees must:

- Where the Rules of Squash have changed since the referee was last accredited, attend a course on rule changes or sit the current applicable Squash New Zealand Rules Exam; and
- Continue to mark and referee matches as required in Section 4; and
- Continue to be assessed in accordance with the requirements of Section 5.2; and
- Continue to have natural or corrected 20-20 vision and good hearing.

Section 3: Competency Statements and Training

3.1 Competency Statements

In order to be appointed as a Squash Referee, candidates must:

- Know the current Rules and apply them consistently
- Recognise and make correct decisions on:
  - front wall interference;
  - the movement of players to provide direct access to the ball for the opponent;
  - the effort of players to get to and play the ball;
  - minimal interference;
  - created interference;
  - a winning return; and
  - swing-interference.
- Manage the match using Conduct Penalties when necessary
- Be composed under stress
- Communicate effectively with the players
- Accept constructive feedback from assessors, and

In addition for National level accreditation:

- Officiate as a Referee and as a Central Referee and Side Referee as part of a 3-Referee team

3.2 Training Program Overview

Training can be achieved by a number of strategies including by formal seminar or by tutoring and mentoring or a combination of both. Training covers the areas of:

- Knowing the Rules
- Interpreting the Rules and Decision-Making
- Dealing with poor conduct
- Communicating with players, and

In addition for National level accreditation:

- Refereeing national-level players
- Player tactics
- The 3-Referee System

3.3 Training Unit Outlines for Candidates for Squash Referee

3.3.1 Unit 1 – Knowing the Rules

Learning outcomes

This unit requires the candidate to:

- Know the Squash Singles rules
- Be able to interpret the Squash Singles rules in theoretical scenarios

Content

Current WSF World Squash Singles Rules

Nominal Duration

- Club Referee – 2 hours
- District Referee – 4 hours
-

Delivery Strategies

- Rules exam applicable to the level of accreditation sought (see Resources below)

Resources

- Current WSF World Squash Singles Rules
- Squash New Zealand Club Referee Rules Exam
- Squash New Zealand Rules Exam (for District and National Referees)

3.3.2 Unit 2 – Interpreting the Rules and Decision-Making

Learning Outcomes

The aims of this training are to ensure candidates are proficient in:

- Decision-making at the Club, District or National level as applicable
  - Achieving consistency
  - Recognising front wall interference and making correct decisions on it
  - Recognising whether a player is providing direct access by clearing correctly and making correct decisions on it
  - Recognising when a player is not making every effort to get to and play the ball and making correct decisions on it
  - Recognising minimal interference and making correct decisions on it
  - Recognising created interference and making correct decisions on it
  - Recognising winning returns and making correct decisions on them
  - Recognising swing-interference and making correct decisions on it
- Managing the players
- Dealing with inappropriate and unacceptable conduct
- Being composed and able to manage stress while refereeing
- Communicating with players and managing conflict
- Being able to maximise development opportunities while being assessed
- Accepting feedback from assessors, and

In addition for National level accreditation:

- Understanding and applying the 3-Referee system

Content

- Interpreting the Rules and Decision-Making
- Dealing with poor conduct
- Communicating with players, and

In addition for National level accreditation:

- Refereeing national-level players
- Player tactics
- The 3-Referee System

Nominal Duration - when delivered as a seminar:

- Club and District level – 2 hours
- National level – 3 hours
-

Delivery Strategies

- Seminar including video material on decision-making, player tactics, conduct and communication with players at the Club, District or National level as applicable, and the 3-Referee System for the National level
- Tutoring and Mentoring
- Practical refereeing

Accrediting bodies are strongly encouraged to appoint tutors and mentors to assist candidates to meet the training aims and during practical refereeing. Tutors and mentors are crucial in helping candidates to meet the assessment standards and achieve their potential as referees. Mentoring is particularly valuable at the early stage of any referee's development and ideally before being formally assessed. Tutors provide encouragement, constructive advice and feedback on a candidate's performance, while mentors will establish a longer-term relationship with the candidate.

Resources

- Current WSF World Squash Singles Rules
- WSF Refereeing DVD "Calling the Shots"
- New Zealand Seminars for Candidates for Club, District or National Referee
- Squash Australia Video Rules Presentations, Introductory or Advanced

Section 4: Refereeing Activity

The number and levels of refereeing required for initial and ongoing accreditation are specified in this section.

4.1 Minimum Number of Matches to be Refereed

Each year, to maintain accreditation levels, or prior to upgrading to the next level, a referee must have refereed at least:

Club level – 4 matches at least at the referee's own level of play

District level – 6 matches up to and including at least 4 on Men's B Grade

National level - 8 matches, and for upgrading 24 matches in the previous 3 years, from the list of qualifying matches in 4.2 below. Within each block of 8 matches:

4.1.1 At least 5 must be while acting as a Referee or Central Referee; and

4.1.2 At least 4 must be Men's matches while acting as a Referee or Central Referee; and

4.1.3 At least 2 must be Men's matches between either PSA players both ranked in the Top 300 or top 20 ranked New Zealand men while acting as a Referee or Central Referee; and

4.1.4 At least 1 must be while acting as a Central Referee in a 3-Referee System; and

4.1.5 At least 1 must be while acting as a Side Referee in a 3-Referee System.

4.2 Qualifying Matches – National Level

4.2.1 Any match qualifying for the WSF Referee level or Oceania Regional level; or

4.2.2 Any recognised match (but not an exhibition) involving players, both of whom are PSA players ranked in the Top 300 or WSA players ranked in the Top 150 at the time of the match. (PSA/WSA ranking of the players at the time the match was played must be stated); or

4.2.3 Matches between top 16 ranked New Zealand men; or

4.2.4 Matches between top 16 ranked New Zealand women; or

4.2.5 All matches of New Zealand Open Championships; or

4.2.6 All matches in the Open draws of the New Zealand National Championships; or

4.2.7 Semi or Final matches of Open District Championships

4.2.8 Semi or Final matches of national U17, U19, or U23 years age championships; or

4.2.9 Any other match considered to be of an appropriate level by an assessor assessing the match.

Section 5: Refereeing Assessment

Rules Exam – Written

The exam is aimed at assessing knowledge of the rules of Squash. A 90% pass mark is required in Part A and 85% in Part B. Candidates are not permitted to access course materials during the exam. Candidates may re-take the exam or sections of the exam as many times as necessary to achieve the pass mark. The exam required is:

Club level – Squash New Zealand Club Referee Rules Exam

District level – Squash New Zealand Rules Exam

5.2 Practical Refereeing Assessment

In order to demonstrate refereeing competency, a referee must receive:

Club level – No practical assessment requirement

District level – 1 Passing assessment on Marking, only for initial accreditation, it is not required for maintaining or upgrading

- 1 passing assessment each 2 years on a match of at least Mens' B1 Grade or higher;

National level - in the previous 3 years or in a block of 24 matches:

5.2.1 at least 3 passing assessments on matches of the standard defined in 4.2 above,

5.2.1.1 from at least 2 different assessors, and

5.2.1.2 while acting as a Referee or Central Referee, and

5.2.2 at least 2 passing assessments on men's matches, and

5.2.3 at least 1 passing assessment while acting as a Side Referee.

For a match to be considered valid for assessment, as a guideline it should contain:

District level – 15-18 decisions

National level – 18-23 decisions, of which a significant number (say 2 to 4) are considered by the Assessor to be difficult rather than easy.

However, even if one or both of these guidelines has not been met, an Assessor may decide that a candidate has "met the standard on this match" or was "not at the standard on this match" - provided the reasons are documented on the Assessment Sheet.

In order to meet National level, a referee must have met the standards defined in Appendix 4 for all of the competencies listed. However, if all of the competencies do not arise in a match, the Assessor may decide that a referee has "met National Referee standard on this match" or was "not at National standard on this match" - provided the reasons are documented on the Assessment Sheet.

5.3 Assessment Sheet

The Combined Oceania and Australian Assessment Sheet is used during the Practical Refereeing Task with the Guidelines for Assessors to assess a candidate's knowledge and skills against the Competencies and Standards listed in Appendix 4 for each of National, State and Club Referees.

5.4 Unsuccessful Assessments

If a National Referee receives a "has not met National standard on this match" assessment then within 6 months, the Referee should be assessed again. But if the Referee does not receive at least one "has met National standard" assessment during this period, the National Refereeing Director should, at the end of the 6-month period, classify the referee as "inactive" at National Referee level.

As a guideline, where a National Referee or candidate receives a number of "meets National standard on this match" assessments interspersed with a number of "does not meet National standard on this match" assessments, the number of "meets standard" assessments must exceed the number of "does not meet standard" assessments by at least 3 for the referee to remain active. The National Refereeing Manager will be required to exercise his judgement on the particular sequence of assessments achieved as not all such sequences can be covered by this guideline.

If an "inactive" National Referee wishes to be reaccredited at this level, he/she must again meet the requirements of this training program.

5.5 Flexible Assessment Practices

Squash New Zealand is committed to providing flexibility in the assessment methods used. This includes:

- using oral instead of written exams and worksheets where appropriate
- using video of the practical officiating task for assessment purposes where necessary (eg. for a candidate in a remote area)
- considering any request from candidates for flexibility, within the framework of ensuring fairness and integrity of the assessment process overall.

5.6 Supervision and Mentoring of the Practical Refereeing Assessment

Where possible, a referee will be assigned to supervise the practical refereeing task and mentor candidates for initial accreditation at each level.
The usual structure of the supervised and unsupervised practical refereeing assessment, using matches from the categories in Section 5.2 above, will be:

- mentoring by the supervisor on initial matches refereed, then
- when deemed of suitable standard, assessment by the supervisor, then
- continuing refereeing of matches with or without mentor to achieve the minimum activity required as per Section 4, then
- assessment by an assessor of appropriate standard for the referee

Supervisors will meet with their respective candidates during or after the training program. At this meeting the candidate and their supervisor should formulate a satisfactory arrangement to enable them to fulfil the practical refereeing requirements.

5.7 Supervisor and Mentor Credit

Supervisors will receive updating credit towards National Assessor accreditation for the number of hours spent assessing a National candidate. However, they will not receive any updating credit towards their National Referee accreditation.

Appendix 1: Code of Ethics

1. Referees should arrive at least 30 minutes prior to the start of a session. Referees should also be prompt for all matches assigned to them, with correct and adequate equipment for their matches.

2. Referees may not partake of any alcoholic beverage or drugs before any matches on the day they are to officiate, nor should they enter into any wager on any squash match.

3. Referees shall at all times conduct themselves in a professional and ethical manner and give due regard to other Referees, Tournament Personnel, Players and Spectators.

4. Referees shall treat each person as an individual, taking full consideration of their ability, age, gender, ethnicity or religion as appropriate.

5. Referees shall at all times maintain complete impartiality with respect to all players and shall not enter into any relationship or take any action which casts doubt on his or her impartiality as a Squash Referee. This includes not, except in the ordinary course of controlling the crowds during a match, conversing with the crowd before, during or after the match.

6. Referees should not criticise or attempt to explain calls or decisions by other Referees to anyone other than to those Referees directly, or to the Tournament Referee. Where Referees agree to conduct assessments on each other, these should be done discreetly but must be co-ordinated and supervised by the Tournament Referee.

7. Referees shall not tolerate harmful or abusive behaviours, promoting through their decisions and actions a safe, enjoyable and respectful environment for all involved in the game.

8. Referees shall not participate in a media interview or meeting with a journalist where statements relating to Squash refereeing can be printed or broadcast without the approval of the Tournament Referee.

9. Referees must act with integrity and objectivity, and accept responsibility for their decisions and actions, including the signing of this Code of Ethics.

I agree to abide by all the conditions in the Squash New Zealand Code of Behaviour for Referees. I recognise that a breach of this Code may result in disciplinary action being taken.

Name (printed): _____

Signed: _____ Date: _____

Appendix 2:
Policy and Procedure for Recognition of Prior Learning and Recognition of Current Competence

Introduction

Participants undertaking Squash New Zealand training programs are able to apply for Recognition of Prior Learning (RPL). RPL will be granted when all the stated learning outcomes and performance criteria of the specific training program have been met.

What is RPL?

RPL is based on the awareness that people learn in many different ways throughout their lifetime – through work experience and life experience as well as through education and training. RPL takes into account a person's skills and experiences, no matter where these were learnt, to enable people to gain credit in a course of study.

RPL principles

The process of RPL must be quality controlled and delivered by personnel with experience in the sport and in coach/official education. These personnel are responsible for ensuring that:

- **procedures** are fair and equitable
- **measures** are valid and reliable.

How can prior learning be recognised?

Each training program contains a set of learning outcomes and associated performance criteria that must be achieved before a participant will be deemed competent. In broad terms, the process of RPL involves matching what participants already know and can do with the learning outcomes of the module.

In this way, RPL enables participants to focus on developing skills and knowledge in new areas, rather than re-learning what they already know and can do.

Who can apply

A person can apply for RPL if they think their prior learning and experience mean they can provide evidence to show that they are already competent in the learning outcomes of the Squash New Zealand training course.

Benefits of RPL:

- Speeds up the process of becoming a qualified recreation industry assessor
- Conforms to the requirements for equity in adult education programs
- Avoids the problem of participants having to unnecessarily repeat learning experiences
- Encourages the development of various assessment procedures
- Assesses the candidates' current competence in comparison to the stated standards of competence required
- The RPL process can clarify what relevant skills the participant does and does not possess – so that the learning program can be tailored accordingly

How do you show evidence of competencies gained via prior learning?

There are many ways that a person can show evidence of the competencies they hold. RPL can only be granted on current evidence, that is, work that has been completed within the last four years. Following are a few examples of the ways evidence can be provided. The person will need to include a variety of these in their application form.

Education and training

- Formal, accredited and informal training
- Copies of certificates, qualifications achieved from other courses, school or tertiary results
- Statements outlining courses and or study that they have undertaken and the learning outcomes/competencies achieved from these

Coaching/Officiating related experience

- Resumé of coaching/officiating experience and positions held, which may include reports from people within the sport
- Copies of any statements, references or articles about the coach's/official's employment or community involvement
- Relevant coaching/officiating samples, eg. copies of training programs, videos of coaching or officiating or assessment tools, which the coach/official has developed and implemented
- Reports on opportunities undertaken, which could include evaluations from courses conducted

Life experiences

- Overview of sport and recreation involvement
- Relevant work or other experiences
- Evidence of home/self-directed study which may include a list of recent readings, synopsis of seminars attended, reports of own research/analysis undertaken

Please remember, the above are only examples. The person should provide all the documentation that they can which clearly shows evidence of the competencies they hold.

Recognition of prior learning procedure

If a person considers that they have already acquired the learning outcomes of the specific Squash New Zealand training course, they may formally apply to have these skills recognised.

An **RPL assessment panel** will assess the application. The panel should comprise people who are experienced in the areas of:

- adult education
- negotiation skills
- standards enforcement
- assessment methods.

It is also desirable that they are accredited at a higher level than the RPL applicant.
The RPL Assessment can only be carried out when the applicant provides evidence of the relevant competencies that they believe they hold. This is achieved through completing the RPL application form and forwarding this with the required fees.

The following sequential process has been established as the procedure to be followed when a person wishes to obtain credit of prior learning or current competencies through RPL.

Step 1 – request

1. Applicants who consider applying for RPL will contact the National Director of Refereeing, who will provide a brief explanation of the RPL process and advice to the applicant.
2. An RPL application form will then be forwarded to the applicant.

Step 2 – complete application and send to course coordinator

1. Applicants will utilise the information contained within the RPL application form to conduct a self-assessment against the training program learning outcomes.
2. Applicants will need to consider if and how they have achieved each learning outcome and if they can satisfy the performance criteria by submitting valid, sufficient, authentic and current evidence.
3. Applicants will need to gather all relevant supporting documentation and complete the RPL application form with honest, clear, complete and concise information.
4. The completed application form with supporting documentation, and the administration fee applying, will then be forwarded to the relevant person within the sport who will arrange for the application to be assessed by an RPL assessment panel.

Step 3 – assessment

On receipt of an application, the application will be reviewed to determine the completeness and relevance of the documentation. The RPL assessment panel will:

- confirm acceptance of the application to the applicant
- advise the applicant of the date for assessment by the RPL panel
- advise the applicant of deficiencies that must be rectified or addressed before the application can proceed.

1. The relevant person will send the application to other members of the RPL panel. The panel should compare the evidence provided by the applicant with the performance criteria. A judgment must be made about whether the applicant wholly or partially meets the requirements. The panel should check that the evidence submitted conforms to the following RPL principles:
   - validity (is the evidence relevant?)
   - sufficiency (is there enough evidence?)
   - authenticity (is the evidence a true reflection of the candidate?)
   - currency (is the evidence recent – obtained within four years?).

2. In the event of partial completion of the learning outcomes, the panel should outline which performance criteria still need to be achieved, and preferably what evidence is still required.

   Options include:
   - supply further supporting documentation
   - complete certain assessment activities
   - complete parts of a training program
   - work with a mentor to obtain the required competencies.

3. The RPL panel will complete and return the assessors' reports with recommendations for the applicant.

4. The relevant person will collate the recommendations from the RPL panel and submit a report and decision to the applicant.

5. The RPL panel may need to meet to discuss issues with the applicant during the assessment process. The meeting could take the form of a teleconference.

6. The National Director of Refereeing will keep records of all RPL applications for seven years.

Step 4 – notification
The relevant person will notify the applicant of the decision within two months of receiving the application.

Successful applicants for RPL will receive the appropriate certification/accreditation, and where appropriate, will be placed on an Squash New Zealand database.

Step 5 – appeal
The applicant has the right to appeal the RPL assessment panel's decision, if they believe the decision is unfair, unjust or the panel has misinterpreted the evidence.

In the case of an appeal, a new assessment panel will be established that will consist of the following personnel:

- one of the original RPL panel
- an independent qualified assessor.

The new assessment panel will review all material available and make a decision to either:

- grant recognition
  or
- deny recognition.

The RPL review assessment panel will notify the applicant of the decision within two months of receiving the appeal.

The decision of the RPL review assessment panel will be final.

RPL Application Form

SECTION 1 – Personal details

Name: .....

Organisation: .....

Position: .....

Address: .....

Postcode:
.....

Phone: .....Fax: .....

Mobile: .....Email:
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SECTION 2 – Evidence (COMPULSORY)

Competency	**Summary of evidence provided** Please supply evidence relating to each performance criteria in the form of education and training, work related experiences and life experiences. Please attach copies of documents and /or references to the application form.
Demonstrate a comprehensive understanding of the Rules and their application	
Be consistent in decision-making	
Recognise front wall interference, and make correct decisions on it	
Recognise the movement of players to provide direct access to the ball for the opponent, and make correct decisions on it	
Recognise the effort of players to get to and play the ball, and make correct decisions on it	
Recognise minimal interference, and make correct decisions on it	
Recognise created interference, and make correct decisions on it	
Recognise a winning return, and make correct decisions on it	
Recognise swing-interference, and make correct decisions on it	
Manage the match using Conduct Penalties when necessary	

Be composed under stress	
Officiate as a Referee and as a Central Referee and Side Referee as part of a 3-Referee team	**(National only)**
Accept constructive feedback from assessors	

RPL Assessor Report

Applicant's name:.....

Competency	**Evidence Supplied**	**Validity** (is the evidence relevant to the performance criteria?)	**Sufficiency** (is there enough evidence?)	**Authenticity** (is the evidence a true reflection of the candidate?)	**Current** (is the evidence recent? obtained within the last four years?)	**Comments**
Demonstrate a comprehensive understanding of the Rules and their application	Yes o No o	Yes o No o	Yes o No o	Yes o No o	Yes o No o	
Be consistent in decision-making	Yes o No o	Yes o No o	Yes o No o	Yes o No o	Yes o No o	
Recognise front wall interference, and make correct decisions on it	Yes o No o	Yes o No o	Yes o No o	Yes o No o	Yes o No o	
Recognise the movement of players to provide direct access to the ball for the opponent, and make correct decisions on it	Yes o No o	Yes o No o	Yes o No o	Yes o No o	Yes o No o	
Recognise the effort of players to get to and play the ball, and make correct decisions on it	Yes o No o	Yes o No o	Yes o No o	Yes o No o	Yes o No o	
Recognise minimal interference, and make correct decisions on it	Yes o No o	Yes o No o	Yes o No o	Yes o No o	Yes o No o	
Recognise created interference, and make correct decisions on it	Yes o No o	Yes o No o	Yes o No o	Yes o No o	Yes o No o	

Recognise a winning return, and make correct decisions on it	Yes o No o	Yes o No o	Yes o No o	Yes o No o	Yes o No o	
Recognise swing-interference, and make correct decisions on it	Yes o No o	Yes o No o	Yes o No o	Yes o No o	Yes o No o	
Manage the match using Conduct Penalties when necessary	Yes o No o	Yes o No o	Yes o No o	Yes o No o	Yes o No o	
Be composed under stress	Yes o No o	Yes o No o	Yes o No o	Yes o No o	Yes o No o	
Officiate as a Referee and as a Central Referee and Side Referee as part of a 3-Referee team	Yes o No o	Yes o No o	Yes o No o	Yes o No o	Yes o No o	(National only)
Accept constructive feedback from assessors	Yes o No o	Yes o No o	Yes o No o	Yes o No o	Yes o No o	

<<Note: Continue to insert extra spaces for additional learning outcomes / assessment criteria>>

All performance criteria met: (please tick)

☐ YES

☐ NO (please provide advice to the applicant of what evidence they are still required to supply)

Date of Assessment:..... Name of Assessor:.....

Position:..... Contact number:.....

Assessor's comments	**Recommendations**

Appendix 3: Assessment Standards

	Competencies	National Standard	District Standard	Club Standard
1.	Demonstrate a comprehensive understanding of the Rules and their application	Knows thoroughly all rules arising in a match and applies them correctly - no more than 10% error rate - no more than 1 totally wrong decision	Knows all rules arising in a match and applies them correctly - no more than 15% error rate	Knows the rules arising in a match and applies them correctly - no more than 15% error rate
2.	Be consistent in decision-making	Good consistency in decision-making	Consistent in decision-making	Generally consistent in decision-making
3.	Recognise front wall interference, and make correct decisions on it	Almost all decisions on front wall interference correct - no more than 3 marginally incorrect decisions, or - no more than 2 incorrect decisions, or - no more than 1 totally wrong decision	Most decisions on front wall interference correct	Decisions on front wall interference generally correct
4.	Recognise the movement of players away from the ball having played their shot, to provide direct access to the ball for the opponent, and make correct decisions on it	Almost all decisions on direct access correct - no more than 3 marginally incorrect decisions, or - no more than 2 incorrect decisions, or - no more than 1 totally wrong decision	Most decisions on direct access correct	Decisions on direct access generally correct
5.	Recognise the effort of players to get to and play the ball, and make correct decisions on it	Almost all decisions on effort to play the ball correct - no more than 3 marginally incorrect decisions, or - no more than 2 incorrect decisions, or - no more than 1 totally wrong decision	Most decisions on effort to play the ball correct	Decisions on effort to play the ball generally correct

6.	Recognise minimal interference, and make correct decisions on it	Almost all decisions on minimal interference correct - no more than 3 marginally incorrect decisions, or - no more than 2 incorrect decisions, or - no more than 1 totally wrong decision	Most decisions on minimal interference correct	Decisions on minimal interference generally correct
7.	Recognise created interference, and make correct decisions on it	Almost all decisions on created interference correct - no more than 3 marginally incorrect decisions, or - no more than 2 incorrect decisions - no more than 1 totally wrong decision	Most decisions on created interference correct	Decisions on created interference generally correct
8.	Recognise a winning return, and make correct decisions on it	Almost all decisions on winning returns correct - no more than 3 marginally incorrect decisions, or - no more than 2 incorrect decisions, or - no more than 1 totally wrong decision	Most decisions on winning returns correct	Decisions on winning returns generally correct
9.	Recognise swing-interference, and make correct decisions on it	Almost all decisions on swing-interference correct - no more than 3 marginally incorrect decisions, or - no more than 2 incorrect decisions, or - no more than 1 totally wrong decision	Most decisions on swing-interference correct	Decisions on swing-interference generally correct
10.	Manage the match using Conduct Penalties when necessary	Good management and control, using the Conduct Rule when necessary	Adequate management and control, using the Conduct Rule when necessary	Fair management and control, using the Conduct Rule when necessary
11.	Be composed under stress	Good composure at all times, avoiding unnecessary delay and confrontation	Adequate composure at all times, avoiding unnecessary delay and confrontation	Fair composure at all times, avoiding unnecessary delay and confrontation
12.	Communicate effectively with the players	Effective communication with the players, avoiding lengthy discussion	Adequate communication with the players, avoiding lengthy discussion	Fair communication with the players, avoiding lengthy discussion

13.	Officiate as a Referee, and as a Central Referee and Side Referee as part of a 3-Referee team	Good understanding of the role of either Referee, or Central Referee and Side Referee, including working as a team with independent decision-making, avoiding delays in decision-making and correct use of hand signals, decision cards and electronic decision systems	N/A	N/A
14.	Accept constructive feedback from assessors	Feedback accepted constructively with a view to improving future performance	Feedback accepted constructively with a view to improving future performance	Feedback accepted constructively with a view to improving future performance

Further explanation of the assessment standards can be found in the Guidelines for Regional and National Assessors available on the WSF website.