



CBTA Programme

for the accreditation of

Oceania Regional Referees

August 2011

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Section 1: Introduction

1.1 Purpose of the Programme

This programme has been produced by Oceania Squash Federation (OSF) to provide best-practice guidelines for the Region and Member Nations on the training, assessment and nomination of candidates for appointment as Oceania Regional Referees. It meets all of the requirements of the WSF CBTA Programme for the Appointment of WSF Regional Referees, and in some instances exceeds them.

All OSF Regional Referees are expected to be able to officiate within Oceania Region with consistency at a high level of competence as Central or Side Referees in a 3-Referee system, or as the Referee in a Referee/Marker system.

1.2 Code of Conduct

WSF and OSF have adopted a Code of Conduct for Referees and Assessors. All candidates are required to sign and observe this Code.

1.3 Appointment/Reappointment

Candidates for appointment as Oceania Regional Referees must be nominated by their Member Nations or OSF and shall be appointed by the OSF Refereeing Convenor on receipt of a nomination that meets the requirements of this Programme.

The period of appointment shall be initially for one year, followed by re-appointments for three years. However, reappointment may be for a 1-year period if it is considered that a review within a shorter period is justified.

Regional Referees who are over 60 years of age at the time of their nomination or renomination must submit official Hearing & Eyesight Forms (available from WSF website) on that occasion and annually thereafter if wishing to remain appointed as Regional Referees.

Section 2: Previous Refereeing Experience

2.1 Pre-Requisites

When nominating a candidate for appointment as a Regional Referee, the Member Nation must certify that the following pre-requisites have been satisfied:

- The candidate is an accredited National-level referee meeting the requirements of the WSF CBTA programme for that level.
- The candidate has passed examinations approved by the WSF which cover all the current Rules of the Singles Game of Squash and is fully aware of all changes to the Rules introduced since the last Rules examination was undertaken.
- The candidate has acted as both a Central and Side Referee in a 3-Referee System.
- The candidate has officiated as a responsible member of the refereeing team under the direction of a Tournament or Championship Referee.
- The candidate has passed a WSF approved General Principles for Officials Introductory Level course.
- The candidate has signed and adhered to the WSF Code of Conduct for Referees and Assessors.
- The candidate has natural or corrected 20-20 vision and good hearing, as verified by a qualified medical professional.

2.2 Recognition of Prior Learning (RPL)

There will be no honorary appointments - all officials must satisfy the competencies for Regional appointment. However, some practising referees may be able to satisfy all or some of the competencies required for initial appointment without having to attend a formal course. Candidates may apply for exemption from all or part of the training programme but will be required to document their prior learning and submit it in writing to the Oceania Regional Committee. The candidate may be required to demonstrate his or her expertise in a particular area in written or practical form.

Candidates with evidence of having achieved some or all of the following may gain credit:

- Previous practical experience refereeing squash matches as an accredited referee at an appropriate level.
- Previous experience as a professional squash player, provided they can demonstrate that they meet the competencies for WSF Regional Referee.
- Completion during the previous 3 years of courses of appropriate standard on general principles for officials covering:
 - a) Managing themselves as referees.
 - b) Managing the refereeing environment.
 - c) Managing people.

Section 3: Competency Statements and Training

3.1 Competency Statements

In order to be appointed as an Oceania Regional Referee, candidates must:

- Know the current Rules and apply them consistently
- Recognise and make correct decisions on:
 - front wall interference;
 - the movement of players away from the ball having played their shot, 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
- Officiate as a Referee, and as a Central Referee and Side Referee as part of a 3-Referee team
- Accept constructive feedback from Regional and WSF Assessors
- Know and apply general principles for officials:
 - Continually improve refereeing skills, including mental skills;
 - Carry out administrative, reporting and tribunal requirements;
 - Plan for the risks of officiating in matches;
 - Be able to work with a wide range of people to enhance on-court and off-court relationships;
 - Demonstrate leadership; and
 - Be able to use negotiation skills

3.2 Training Programme 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:

- Refereeing elite-level players
- Interpreting the Rules and Decision-Making
- Player tactics
- Dealing with poor conduct
- Communicating with players
- Advanced Self-Management including stress management
- Advanced Managing the Match Environment
- Advanced Managing People

3.3 Training Unit Outlines for Candidates for Regional Referee

3.3.1 Unit 1 – Interpreting the Rules and Decision-Making

Training Aims

The aims of this training at the Regional Referee level are to ensure candidates are proficient in:

- Decision-making at the elite level
 - Achieve consistency
 - 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 when a player is not making every effort to reach the ball and make correct decisions on it
 - Recognise minimal interference and make correct decisions on it
 - Recognising created interference and making correct decisions on it
 - Recognise winning returns and make correct decisions on them
 - Recognise swing-interference and make correct decisions on it
- Be able to manage the behaviour of elite level players
- Be able to deal with inappropriate and unacceptable conduct
- Be composed and able to manage stress while refereeing
- Be able to communicate with players and manage conflict
- Understand and apply the 3-Referee system
- Be able to maximise development opportunities while being assessed by a WSF or Regional Assessor
- Be able to accept feedback from a WSF or Regional Assessor

Nominal Duration - 4 hours when delivered as a seminar

Delivery Strategies

- Seminar including WSF DVD and other video material on decision-making at the elite level
- Tutoring and Mentoring
- Practical refereeing

Member Nations and Regions 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 whilst mentors will establish a longer-term relationship with the candidate.

Resources

- Current WSF World Squash Singles Rules
- WSF "Guide to Understanding the Rules of Squash" but not including outdated scoring content
- WSF Refereeing DVD "Calling the Shots"
- WSF approved training material for General Principles at the advanced level, such as the Australian Sports Commission "General Principles for Officials, Introductory and Advanced Level" presenter's kits – Stress Management, Communications and Negotiation content only
- WSF Seminar for Candidates for WSF Referee

3.3.2 Unit 2 – Advanced Self-Management

Training Aims

This unit will provide candidates with the ability to improve their refereeing skills, including mental skills. On successful completion of this unit the candidate will be able to:

- Develop officiating skills
- Critically analyse performance after a match to improve
- Develop and monitor mental skills

Nominal Duration -1 hour

Delivery Strategies

- Presentation
- Group activities
- Discussion
- Scenarios
- Role Plays
- Practical refereeing

Resources

- WSF approved General Principles for Officials at the advanced level such as the Australian Sports Commission "General Principles for Officials, Advanced Level" manual and presenter's kit, Chapter 1 – Advanced Self-Management
- Play by the Rules website – www.playbytherules.net.au

3.3.3 Unit 3 – Advanced Managing the Match Environment

Training Aims

This unit will provide candidates with the skills to understand and manage the match environment in which Squash is played. On successful completion of this unit the candidate will be able to:

- Work within an administrative environment
- Manage risks whilst refereeing matches involving regional level players

Nominal Duration - 1 hour

Delivery Strategies

- Presentation
- Group activities
- Discussion
- Scenarios
- Role plays
- Practical refereeing

Resources

WSF approved General Principles for Officials at the advanced level such as the Australian Sports Commission “General Principles for Officials, Advanced Level” manual and presenter’s kit – Chapter 2 – Advanced Managing the Match Environment

3.3.4 Unit 4 – Advanced Managing People

Training Aims

This unit will provide candidates with the skills to work with a wide range of people on-court and off-court. On successful completion of this unit the candidate will be able to:

- Communicate effectively with a range of people
- Lead a team of officials
- Demonstrate negotiation skills in order to minimise conflict

Nominal Duration - 2 hours

Delivery Strategies

- Presentation
- Group activities
- Discussion
- Scenarios
- Practical refereeing

Resources

WSF approved General Principles for Officials at the advanced level such as the Australian Sports Commission “General Principles for Officials, Advanced Level” manual and presenter’s kit – Chapter 3 – Advanced People Management

Section 4: Refereeing Activity

Regular practice is integral to achieving and maintaining competency as a referee. The number and levels of refereeing required for initial and ongoing appointment as a Regional Referee are specified in this section.

In order to be considered for appointment as an OSF Regional Referee, a referee must fulfil the activity requirements defined in 4.1 and 4.2.

4.1 Minimum Number of Matches to be Refereed

A referee must have refereed at least 10 matches per year **in each of the previous 3 years** from the list of qualifying matches in 4.2 below.

Of these matches **each year**:

- 4.1.1 At least 5 must be while acting as a Referee or Central Referee; and
- 4.1.2 At least 3 must be Men's matches while acting as a Referee or Central Referee; and
- 4.1.3 At least 1 must be Men's match between PSA players both ranked in the Top 150 while acting as a Referee or Central Referee; and
- 4.1.4 At least 2 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

- 4.2.1 Any recognised match (but not an exhibition) involving players, both of whom are PSA players ranked in the Top 250 or WISPA players ranked in the Top 125 at the time of the match. (Candidates are required to state the PSA/WISPA ranking of the players at the time the match was played); or
- 4.2.2 Any match in a World Cup, World Games, World Men's or Women's Team Championship or a Singles match in a Commonwealth Games; or
- 4.2.3 Any quarter-final or subsequent match in an Individual or Team event in the WSF World University Championships, World Junior Championships, Regional Men's or Women's Championships, WSF World Masters Championships for Over 55 or younger Age Groups; or semi-final or final of major Regional or National Individual Open Championships; or
- 4.2.4 Any match qualifying for the WSF Referee level; or
- 4.2.5 Any other match considered to be of an appropriate level by a WSF or Regional Assessor assessing the match.

Section 5: Refereeing Assessment

The assessment of competence as a Regional Referee is undertaken primarily during a referee's refereeing activity. However, some evaluation and informal assessment may also take place during training on Interpreting the Rules and Decision-Making when candidates may be required to fill in the answer sheets supplied with the WSF DVD "Calling the Shots".

Assessment of general principles for officials is also carried out during Units 3 and 4 in Section 3.3, as specified in the resources for those units.

5.1 Practical Refereeing Assessment

In order to demonstrate refereeing competency at the elite level, a referee must, in the **3 years** immediately prior to the review, have received:

- 5.1.1 at least 3 passing assessments defined in 4.2 above,
- 5.1.2 from at least 2 different WSF or Regional Assessors, one of whom should have come from outside the candidate's Country,
- 5.1.3 while acting as a Referee or Central Referee, and
- 5.1.4 at least 2 passing assessments on matches between PSA players both ranked in the Top 150, and
- 5.1.5 at least 1 passing assessment while acting as a Side Referee.

If a referee is appointed for one year, the referee must satisfy points 5.1.1 to 5.1.5 above and at least one of the passing assessments in 5.1.4 must have been received in the **12 months** immediately prior to the review.

For a match to be considered valid for assessment, as a guideline it should contain in the order of 20 to 25 decisions, of which a significant number (say 3 to 5) are considered by the Assessor 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 Regional Referee standard on this match" or was "not at Regional standard on this match" - provided the reasons why the assessment is valid or otherwise are documented on the Assessment Sheet.

In order to meet Regional standard, a referee must have met the standards defined in Appendix 1 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 Regional Referee standard on this match" or was "not at Regional standard on this match" - provided the reasons why the assessment is valid or otherwise is documented on the Assessment Sheet.

5.2 Assessment Sheet

The Assessment Sheet for Regional and National Referees is used with the Guidelines for Regional Assessors to assess a candidate's knowledge and skills against the Competencies and Standards listed in Appendix 1. (Assessment Sheets and Guidelines are available on the WSF website).

5.3 Unsuccessful Assessments

If a Regional Referee receives a "not at Regional standard on this match" assessment, the Member Nation must be advised. The Member Nation, in consultation if necessary with the OSF Refereeing Convenor, should offer guidance from a suitable mentor. Meanwhile, the referee must undergo reassessment within 6 months from the date of assessment.

If the Referee receives a “met Regional standard on this match” assessment within the 6 months, the Member Nation should be advised. But if the Referee does not receive at least one such assessment, the OSF Refereeing Convenor should, at the end of the 6-month period, classify the referee as “inactive” at Regional Referee level.

As a guideline, where a Regional Referee receives a number of “meets Regional standard on this match” assessments interspersed with a number of “does not meet Regional 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. Regions will be required to exercise their judgement on the particular sequence of assessments achieved as not all such sequences can be covered by this guideline.

If an “inactive” Regional Referee wishes to be reappointed to this level, he/she must reapply as stated in Section 1.3 above. Until such time as he/she is reappointed, he should not be reassigned as a Regional Referee to any event – although all outstanding assignments should still be honoured.

Assessment Standards

	Competencies	Assessment 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 totally wrong decisions
2.	Be consistent in decision-making	Good consistency 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, and - no totally wrong decisions
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, and - no totally wrong decisions
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, and - no totally wrong decisions
6.	Recognise minimal interference, and make correct decisions on it situations	Almost all decisions on minimal interference correct - no more than 3 marginally incorrect decisions, or - no more than 2 incorrect decisions, and - no totally wrong decisions
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, and - no totally wrong decisions
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, and - no totally wrong decisions
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, and - no totally wrong decisions
10.	Manage the match using Conduct Penalties when necessary	Good management and control, using the Conduct Rule when necessary

11.	Be composed under stress	Good composure at all times, avoiding unnecessary delay and confrontation
12.	Communicate effectively with the players	Effective 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
14.	Accept constructive feedback from assessors	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.