



**CBTA Programme  
For the Appointment of  
WSF Regional Referees**

17<sup>th</sup> November 2011

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# Section 1: Introduction

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## 1.1 Purpose of the Programme

This programme has been produced by WSF to provide best-practice guidelines for Regions and Member Nations on the training, assessment and nomination of candidates for appointment as Regional Referees. All Regional Referees are expected to be able to officiate within their Regions 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. Nominations for appointment as WSF Referees will be accepted only from candidates who have met the minimum requirements of this programme.

[Note: in this document the term "Central Referee" is used to denote both the Central Referee in the Three-Referee System and the Referee in the Referee/Marker System].

## 1.2 Code of Conduct

WSF has adopted a Code of Conduct for WSF Referees and Assessors which is available on the WSF website. Regions are encouraged to have candidates sign and observe this Code or a Regional equivalent.

## 1.3 Appointment/Reappointment

Candidates for appointment as Regional Referees should be nominated by their Member Nations or Regions and should be appointed by a Regional Refereeing Authority (or in the absence of such an Authority, by the Regional Representative on the WSF Referees & Rules Committee). Appointment should be based on an assessment of whether the candidate has met documented Regional standards as defined in Sections 4 and 5 of this Programme.

The period of appointment will be determined by the Region. However, an initial probationary period of one year is recommended, followed by periods of 3 years until the referee reaches age 60. However, reappointment may be for a 1-year period if the Region considers that a review within a shorter period is justified.

It is recommended that Regional Referees who are over 60 years of age at the time of their nomination or renomination should submit official Hearing & Eyesight Forms (available from the WSF website) on that occasion and annually thereafter.

# Section 2: Previous Refereeing Experience

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## 2.1 Pre-Requisites

When nominating a candidate for appointment as a Regional Referee, the Member Nation or Region should 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.
- 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 a refereeing team under the direction of a Tournament or Championship Referee.
- The candidate has signed and observed the WSF Code of Conduct for Referees and Assessors or Regional equivalent.
- The candidate speaks good English.
- 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 and Training

There will be no honorary appointments - all officials must demonstrate the competencies and meet the standards for Regional appointment. However, some practising referees may be able to satisfy all or most of the competencies and standards 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/training to the appropriate Regional Authority. The candidate may be required to demonstrate his/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.
- Completion during the previous 3 years of courses of appropriate standard on general principles of sports management.

# Section 3: Competency Statements and Training

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## 3.1 Competency Statements

In order to be appointed as a Regional Referee, candidates must communicate clearly with players and officials demonstrating:

- A comprehensive understanding of the current Rules and their application by making correct decisions in a consistent manner.
- A clear understanding of elite-level player movement and behaviour.
- Appropriate control of matches and good composure under stress.
- A clear understanding and acceptance of the roles of Central & Side Referees, Markers and Assessors.

Guidelines to the Standards expected are provided in Appendix 1.

## 3.2 Training

Candidates should be strongly encouraged to attend a one-day WSF Seminar, or equivalent, on Interpreting the Rules and Decision-Making in Elite-Level Matches. This Seminar can offer candidates instruction in the competencies that should enable them to officiate effectively and with confidence in matches involving elite-level players in their Regions. Candidates who pass the WSF Rules Exam should be capable of meeting the Standards defined in Appendix 1.

Candidates should also be encouraged to develop their own sports management and officiating skills – see Appendix 2.

The WSF Seminar can cover:

- Refereeing elite-level players
- Decision-making
- Player tactics
- Dealing with poor conduct
- Communicating with players
- Communicating Decisions in a 3-Referee System
- Stress management.

## 3.3 Delivery Strategies

- Seminar – detailed content can be found on the WSF website
- Singles Squash Rules Exam – see WSF website
- Practical refereeing
- Tutoring and Mentoring.

Member Nations and Regions are strongly encouraged to appoint tutors and mentors to assist candidates during practical refereeing. They are crucial in helping candidates 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. The tutor will provide encouragement, constructive advice and feedback on a candidate's performance whilst the mentor will establish a longer-term relationship with a candidate.

## 3.4 Resources

- Current WSF World Squash Singles Rules.
- WSF Refereeing DVD "Calling the Shots"
- WSF approved training materials such as the General Principles for Officials produced by the Australian Sports Commission – see Appendix 2.

## Section 4: Refereeing Activity

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Regular practice is essential to achieving and maintaining competency as a referee. The minimum quantity and levels of refereeing required for initial or ongoing appointment as a Regional Referee are specified in this section. Regions having greater refereeing opportunities may wish to raise the quantity and levels of refereeing activity required.

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

### 4.1 Minimum Number of Matches to be Refereed

A candidate must have refereed at least 30 matches in the previous 3 years and at least 6 in each year 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 Central Referee, of which

4.1.2 at least 3 must be Men's matches, of which

4.1.3 at least 1 must be a Men's match between PSA players both ranked in the Top 150.

In addition, of these 6 matches

4.1.4 at least 2 must be while acting as a Central Referee in a 3-Referee System

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

### 4.2 Qualifying Matches

The following matches qualify:

4.2.1 Any recognised match (but not an exhibition) involving players, both of whom are PSA players ranked in the Top 250 or WSA players ranked in the Top 125 at the time of the match. [Candidates are required to state the PSA/WSA 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 World University Championships, World Junior Championships, Regional Men's or Women's Championships; or in an Individual event in a WSF World Masters Championships for Over 55 or younger Age Groups, major Regional or National Open Championships; or

4.2.4 Any other match considered to be of an appropriate level by a WSF or Regional Assessor assessing the match.

## Section 5: Refereeing Assessment

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

### 5.1 Practical Refereeing Assessment

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

- 5.1.1 at least 3 passing assessments in the qualifying matches defined in 4.2 above
- 5.1.2 from at least two different WSF or Regional Assessors, one of whom should if possible be resident outside the candidate's Country. (*Regions are recommended to make this a mandatory requirement if practicable in their geography*).
- 5.1.3 while acting as a Central Referee (not as a Side Referee or Marker).

In addition,

- 5.1.4 at least 2 of these passing assessments must be on matches between PSA players, both ranked in the Top 150 at the time of the match.

If a new nominee or previously appointed for 1 year, a candidate must satisfy points 5.1.1, 5.1.2, 5.1.3 and 5.1.4 above, except that 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 some 20 decisions of which at least 4 are considered by the Assessor to be "positively influential" early in the match or "difficult" rather than "easy". However, even if one or both of these guidelines has not been met, an Assessor may still decide that a candidate has "met Regional Referee standard on this match" or was "not at Regional Referee standard on this match" - provided the Assessor documents the reasons why the assessment was valid on the Assessment Sheet.

### 5.2 Assessment Sheet

The WSF Assessment Sheet may be used with the Guidelines for WSF Assessors to assess a candidate's knowledge and skills against the Competencies and Standards listed in Appendix 1. In order to receive a passing assessment in a match, a candidate must be rated as having "performed to standard" on all the Regional Referee Standards that can be judged in that match. [Assessment Sheets and Guidelines are available on the WSF website].

### 5.3 Unsuccessful Assessments

If a Regional Referee receives a "not at Regional Referee standard on this match" assessment, his/her Member Nation should be advised. The Member Nation, in consultation if necessary with the Regional Representative on the WSF Referees & Rules Committee, should offer guidance from a suitable mentor. Meanwhile, the referee should undergo reassessment within 6 months from the date of the assessment.

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

If he/she receives an additional "not at Regional Referee standard on this match" assessment during the 6-month period, the Regional Refereeing Authority should immediately review the unsuccessful assessments with the referee concerned and, if satisfied with the Assessors' judgements, should classify the referee as "inactive" at the Regional Referee level.

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/she should not be assigned as a Regional Referee to any event – although all outstanding assignments should still be honoured.



# Appendix 1: Assessment Standards

## Assessment Standards expected of a Regional Referee in a Match

	Competencies	Standards
1.	Comprehensive understanding of the Rules and their application.	Demonstrates a thorough knowledge of all Rules arising, applying them correctly and consistently with no more than 12½% error rate and no totally wrong decisions.
2.	Understanding of elite-level player movement and behaviour.	Makes no wrong decision, no more than 2 incorrect decisions and no more than 3 marginal differences whilst demonstrating a clear understanding of: <ol style="list-style-type: none"> <li>a. front wall interference</li> <li>b. poor movement off the ball</li> <li>c. poor movement to the ball</li> <li>d. swing-interference</li> <li>e. minimal interference</li> <li>f. created interference</li> <li>g. a winning return.</li> </ol>
3.	Appropriate control of the match, good composure under stress and clear communication with the players in the context of the match.	<ol style="list-style-type: none"> <li>a. Demonstrates good control, using the Conduct Penalties when necessary</li> <li>b. Demonstrates good composure avoiding unnecessary delay and confrontation when under stress</li> <li>c. Demonstrates effective communication with the players, avoiding lengthy discussion</li> <li>d. Uses correct Referee's and Marker's Calls.</li> </ol>
4.	Understanding and acceptance of the roles of the Central Referee, Side Referees, Marker and Assessor.	<ol style="list-style-type: none"> <li>a. Demonstrates independent decision-making in a 3-Referee system</li> <li>b. Makes correct use of WSF standard size/colour Decision Cards, standard hand-signals or ASB TopSquash or other approved electronic consoles</li> <li>c. Works effectively with Side Referees or Marker, avoiding delays in decision-making</li> <li>d. Accepts constructive feedback from Assessor.</li> </ol>

Further explanation of these standards can be found in the Guidelines for WSF Assessors on the WSF website.

# Appendix 2: Advanced Sports Management Training

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The Australian Sports Commission has developed training materials covering the General Principles for Officials. Details of three Advanced Level Units are provided below. Candidates may find these particularly useful as they cover:

- a) Managing themselves as referees.
- b) Managing the refereeing environment.
- c) Managing people.

## **Unit 1 - Advanced Self-Management**

### **Aims**

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

- Develop officiating skills.
- Critically analyse his/her own performance after a match in order to identify areas for improvement.
- Develop and monitor mental skills.

Competence will be assessed on his/her ability to produce a Personal Development Plan that covers strategies for improving technical refereeing skills, mental concentration and relationships with players, officials and administrators on and off the court.

### **Content**

General Principles for Officials, Advanced Level – Chapter 1 – Advanced Self-Management.

### **Nominal Duration - 1 hour**

### **Delivery Strategies**

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

### **Resources**

- General Principles for Officials - Advanced Level - Manual and Presenter's Kit.
- Play by the Rules website – [www.playbytherules.net.au](http://www.playbytherules.net.au)

## **Unit 2 - Advanced Managing the Match Environment**

### **Aims**

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

- Work within an administrative environment.
- Manage risks whilst refereeing matches involving elite-level players in the Region.

Competence will be assessed on his/her ability to produce a Risk Management Plan that covers planning for and managing risks concerning safety and disciplinary procedures that arise in practical refereeing. A successful candidate will also meet the standards defined in Appendix 1.

### **Content**

General Principles for Officials, Advanced Level – Chapter 2 – Advanced Managing the Match Environment.

### **Nominal Duration – 1 hour**

### **Delivery Strategies**

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

### **Resources**

- General Principles for Officials - Advanced Level - Manual and Presenter's Kit.

## **Unit 3 - Advanced Managing People**

### **Aims**

This unit will provide candidates with the skills to work with a wide range of people both on and off-court and being able to:

- Communicate effectively.
- Lead a team of officials including Side Referees.
- Demonstrate negotiation skills in order to minimise conflict.

A successful candidate will meet the standards defined in Appendix 1.

### **Content**

General Principles for Officials, Advanced Level – Chapter 3 – Advanced People Management..

### **Nominal Duration – 2 hours**

### **Delivery Strategies**

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

### **Resources**

- General Principles for Officials - Advanced Level - Manual and Presenter's Kit.