



**Referee Commission Meeting**

**10am, Saturday 12<sup>th</sup> November 2016**

**Bamburgh Room, National Volleyball Centre, Kettering**

Attendees	
Steve Evans (SE)	Nick Heckford (NH)
Steve Matthews (SM)	Debra Smart (DS)
Sebastian Widlarz (SW)	Greg Thompson (GT)
Glynn Archibald (GA)	Martin Shakespeare (MS)
Fiona Sweetman (FS)	

**Apologies:** Richard Morten

Item	Action
<p><b><u>Welcome</u></b></p> <p>Meeting opened by SE. Introduced Workforce Officer (FS) and updated the commission on the newly appointed Workforce Administrator, Laura Woodruff, who started on 07/11/2015.</p> <p>The Referee Commission were informed that a Regional Commission meeting was taking place on the same day and time at SportPark, Loughborough.</p>	
<p>Minutes from previous Referee Commission meetings to be uploaded to the Volleyball England website</p>	<p>SE to send FS to upload</p>
<p><b><u>Minutes from Referee Commission Meeting on 20.02.2016</u></b></p> <p>Following the Referee Commission meeting in February, a Beach only referee membership has been introduced at a reduced price of £19.</p> <p>SE noted that he does not get separate lists for NTO and beach only registration</p> <p>The meeting was informed that while the new referee uniform is available from kitlocker.com, there have been supply issues with Mizuno, leading to some sizes of polo shirt being out of stock, e.g. XXL. As a result, SE stated that we will have to be lenient on kit requirements for referees this season. Further, the commission were advised to let people know that the issue is with Mizuno and not kitlocker.com.</p> <p>MS to send message via WTR explaining the situation</p> <p>FS to check who is handling the Mizuno partnership now that Rohan West, former Participation Director, has left Volleyball England</p> <p>A discussion was had on the beach referee kit. Questions about the suitability of the polo shirt material for beach refereeing were raised by DS. It was decided that the current beach referee kit will be used for</p>	<p>Email AW in office</p> <p>MS</p> <p>FS</p>

<p>one more season, with the new kit being ready for June 2018. This will mean that the current kit will have been used for three seasons. It was confirmed that the current supply of badges will last until the June 2018 kit change.</p> <p>SE asked if back issues of the referee e-newsletter will be available on the Volleyball England website. FS said that from the next issue of the e-newsletter, all stories will be added to the news section of the website so they can be searched for on the website.</p> <p>The question was asked if the Referee Commission could have access to the referee webpages on the Volleyball England website. This access cannot be granted as the website administration is hosted on the same portal as the membership database. If anything needs to be added to the website then it should be sent to FS.</p> <p>SE noted that the refereeing webpages need updating. SE to go through what is to be updated with FS</p> <p>The minutes from the 20.02.2016 meeting were accepted by the commission as accurate.</p>	<p>SE FS</p>
<p><b><u>Minutes from Referee Commission Meeting on 25.05.2016</u></b></p> <p>SE suggested that referee upgrade confirmation should be reviewed twice a year rather than annually. This will be added to the agenda for the Referee Commission meeting in January 2017.</p> <p>The minutes from the 25.05.2016 meeting were accepted by the commission as accurate.</p>	
<p><b><u>Commissioner Reports</u></b></p> <p><b>1. <u>Finance N.H.</u></b></p> <p>NH informed the commission that the last update received regarding finance were rough figures sent by Dirk George, Finance Manager, in January 2016. The effects of not receiving finance reports were discussed, with the major difficulties including not being able to plan and manage development costs effectively when the current financial position is uncertain. As a result of this, it is difficult for the commission to commit to development, when they are unsure of finances.</p> <p>FS showed courses budget sheets and refereeing cost sheets for the 2015-16 and 2016-17 financial years that have been created by the Workforce Team.</p> <p>FS to send these spreadsheets to NH</p> <p>Following a discussion on the upper limit Volleyball England will pay for facility hire on Grade 4 courses, it was decided that the maximum price be raised from £150 to £200. If the facility hire price is £200-£250, then the decision will be passed onto SE and RM.</p>	<p>FS</p>

<p>The question was asked if university were receiving free places on Grade 4 referee courses. FS confirmed that universities who actively take part in the HEVO programme receive funding for two places on a Grade 4 course, but these places are funded not free.</p>	
<p><b><u>2. Grade 4 courses; R.M.</u></b></p> <p>RM sent a report on Grade 4 courses to SE in advance of the meeting, which SE relayed to the commission. RM reported that for the 2016-17 financial year, fourteen courses have been arranged with two cancelled, nine completed and three pending.</p> <p>The role and activity of the RRCs were discussed. SE noted that it is not only new referees who need development and mentoring. It was relayed to commission that it is the RRCs responsibility to find and assign mentors.</p> <p>A discussion was had on the suitability of the current course fee for candidates and the tutor fee. The point was raised by SW that three appointments at BUCS matches would pay off the current course candidate fee of £50. It was agreed that the tutor fee and course fee are to stay at the current level. These will be reviewed again next year.</p> <p>A long discussion took place about the resource offer for candidates on Grade 4 courses. The relative merits, costs and disadvantages of the current referee handbook versus a potential new offer of a whistle and/or referee cards were considered.</p> <p>As a result of this discussion, it was decided that the referee handbook will be moved to an electronic format and will be available for Grade 4 course candidates online. This current aim is for this change to come into effect on 1<sup>st</sup> January 2017. SE to review the master files and edit the handbook accordingly.</p> <p>FS to find out the number of handbooks remaining in stock and the cost price of the handbooks. The A5 folders for any remaining handbooks after 1<sup>st</sup> January 2017 are to be salvaged and used for other documents.</p> <p>SW to finalise costs of referee cards and whistles, which will be issued to candidates on future Grade 4 referee courses.</p> <p>MS raised the issue of candidates who attain a borderline fail on their Grade 4 exam in more remote locations, e.g. PETROC, what chance do these candidates have to retake the exam? SE offered his course of action when a borderline candidate is local: take exam paper to the person and re-sit the exam off course or call to check their understanding to see if it is prudent to raise the candidate to a pass</p> <p>A second issue was raised by MS regarding contacting under 18s who scored a borderline fail on their exam. GT offered the solution that a call could be made via speakerphone with a parent guardian present</p>	<p>SE</p> <p>FS</p> <p>SW</p>

<p>On the call alongside the under 18. It was agreed that there needs to be a practice in place for Grade 4 courses with candidates who are under 18. SE to have a discussion with RM about provisions and Serena Morten also to be consulted.</p> <p>SE to have a look in past records to find out siting referee course tutor fees, then to send to GA and FS.</p>	<p>SE</p> <p>SE</p>
<p><b>3. <u>Beach development; D.S.</u></b></p> <p>DS update on Beach: successfully provided referees for six competitions, including the Student Cup. There were five home referees at NEVZA Bournemouth. DS and GT noted that there were not enough tournaments to support the number of beach referees. The current focus is to develop people who have already attended the Grade 4 Beach Referee course</p> <p>SE to show DS how to do upgrading's on WTR DS to correct upgrading's on WTR</p> <p>SE noted that with Birmingham's submission for 2026 Commonwealth Games, there needs to be a visible commitment to developing the number of beach referees. It was suggested that a course could be put on at the BUCS beach event on 3<sup>rd</sup>-4<sup>th</sup> June 2017. FS to find out BUCS contact for beach volleyball: Amy Seaman?</p> <p>FS to find out hire costs of beach courts and rooms at Kettering from Dan Thompson</p>	<p>SE</p> <p>DS</p> <p>FS</p> <p>FS</p>
<p><b><u>10. E-Learning; The Rules R Learning Assistant S.E. &amp; N.H.</u></b></p> <p>Guy Bradbury (GB) via internet gave a demonstration on The Rules R Learning Assistant including:</p> <ul style="list-style-type: none"> <li>• Quick learn</li> <li>• Quick quiz</li> </ul> <p>In sum, the 6 month trial contract that Volleyball England have agreed to for The Rules R Learning Assistant:</p> <ul style="list-style-type: none"> <li>• Covers the registration of 300 users</li> <li>• Is open to extension at the end of the 6 month period</li> <li>• Is for a programme that can be used on all devices</li> <li>• Currently only features indoor rules, but could be extended to cover beach, regulations etc.</li> </ul> <p>Future uses of The Rules R Learning assistant were entertained, such as: using the system to replace the Grade 4 paper based exam; using the quiz results to benchmark grades and assist with upgrades; using the results to highlight common areas that require development; using marks to assist in the selection of officials at higher profile events.</p>	

<p>The question was raised as to who the 300 registration spaces on the 6 month trial should be allocated to. MS suggested that it should start with those active on WTR.</p>	
<p><b><u>4. Sitting Volleyball development G.A</u></b></p> <p>GA stated that there is a good mix of 14 active sitting referees and that 12 referees are appointed per SVGP. Some sitting referees have received international invitations to events not sanctioned by World Paravolley e.g. DW, event in Copenhagen. GA to send email to SE about Anton Probst</p> <p>GA to add sitting referees on WTR MS to show GA this process</p>	<p>GA</p> <p>GA MS</p>
<p><b><u>5. Technical Issues N.H.</u></b></p> <p>Geoff Allen and Richard Callicott attended the FIVB conference in Buenos Aries, Argentina in October 2016.</p> <p>NH reported that as far as he is aware there were no rule changes at congress.</p> <p>SM relayed Geoff Allen's notes from the FIVB congress to the commission. This included: the reduction of moppers to four quick moppers only, the approval of compression pads on arms, a proposal for game time limitations for TV.</p> <p>Following this it was asked of MS to add a specification of permitted sock colours to the NVL regulations for next season</p> <p>SM to send out Geoff Allen's notes from FIVB congress to commission and FS</p> <p>NH to summarise congress for December referee e-newsletter</p> <p>MS: raised the issue of multiple clubs asking for referees for Cup matches at short notice, despite all clubs being made aware of the appointments procedure.</p> <p>A discussion was had regarding the use of e-score over paper scoresheets. An e-score licence costs €70 per year (this would be required per club), whereas, scoresheets are £18.50 for a pad of 28. One issue with e-score is finding a printer-less solution for rooster verification; various solutions were suggested.</p> <p>It was also highlighted that training opportunities would need to be offered to clubs and referees on using e-score.</p> <p>MS to present the use of e-score at the competitions meeting in January 2017 as a suggestion for next season</p>	<p>MS</p> <p>SM</p> <p>NH</p> <p>MS</p>

<p>SW to write a protocol for introducing teams and to present this at the next Referee Commission meeting. To send this to the commission before the end of December 2016.</p>	<p>SW</p>
<p><b><u>8. Volleyball England Updates F.S.</u></b></p> <p>Staff update: Workforce Manager applications went externally and closed on 4/11/2016, with interviews to be held on 25/11/2016</p>	
<p><b><u>9. Strategy update: All</u></b></p> <p>To be carried over for agenda at next meeting</p> <p>NH asked that with the strategy, as it stands, do the commission have to report to board on attainment against strategy? If so how frequently?</p> <p>SM: Will follow up at board meeting in two weeks time.</p> <p>FS to find Referee Pathway updated by Louise O'Reilly and send to SE before the next board meeting</p> <p>FS to take executive summary of referee strategy off the website</p>	
<p><b><u>11. Registration update S.E.</u></b></p> <p>It was reported that all those on WTR are now registered and that 54% of registered referees are Grade 4.</p> <p>SE asked if the qualification date can be added to database and a date for first registration. SE to liaise with Ian Poynton.</p>	<p>SM</p> <p>FS</p> <p>FS</p> <p>SE</p>
<p><b><u>International Beach development programme G.T.</u></b></p> <p>GT and DS took the commission through the proposed International Beach Development programme, which has been put together by Brain Stalker, GT and DS.</p> <p>A discussion took place covering the proposed seminars to be included in the programme, the outcome of the programme, logistics, budgets, the selection of candidates to attend an IRCC, international referee quotas and the role of international referees as long-term ambassadors for Volleyball England.</p> <p>The actions resulting from this discussion were:</p> <ul style="list-style-type: none"> <li>• To change the name of the first seminar to better reflect an international development programme</li> <li>• To explicitly let the candidates on the programme know the aim, i.e. to send a maximum of two onto an IRCC course, and context of the course, e.g. international referee quotas and funding</li> <li>• To explicitly lay out the selection criteria and conditions for attending an IRCC at the start of the programme</li> </ul>	

<ul style="list-style-type: none"> <li>• SE to send beach referee quotas to GT</li> <li>• GT to update the proposal accordingly and to send the updated document to the other commission members</li> </ul> <p>Subject to revisions, the programme was accepted by the commission. SE stipulated that the programme is to be reviewed annually due to financial restraints, e.g. Sport England funding</p>	<p>SE GT, DS</p>
<p><b><u>13. Observation Programme S.W.</u></b></p> <p>SW has been looking into upgrading opportunities for Grade 4's, with the conclusion being to concentrate observer appointments on triangulars and tournaments. The aim of this is to develop lower grade referees up the grades. SW to liaise with Di Hollows on junior tournaments.</p> <p>MS noted that on the RC6 form and website, 'senior referee' should be changed to Grade 2. It was also confirmed that RCCs can submit upgrades from Grade 4 to Grade 3R</p> <p>SE to check if the RC6 form on the website is the most up to date</p>	<p>SW</p> <p>FS</p> <p>SE</p>
<p><b><u>14. Governance of the Volleyball England Referees Facebook G.T.</u></b></p> <p>GT raised concerns about the Volleyball England Referees Facebook page, specifically over the non-registered referees in the group. Currently, SW is the admin for the page and there are 201 members in the group.</p> <p>A discussion was had over the merits and drawbacks of the Facebook group. It was generally agreed that it is a good tool for referees to expand their knowledge and have questions answered but only when used appropriately.</p> <p>It was decided that SW should add the other members of the commission as administrators on the page and that posts will need to be approved by one of the administrators before being published. SW to add a post to the page explaining the changes. It was also agreed that non-registered referees should be left in the group.</p> <p>GT also raised the point that the banner photo should be changed periodically to reflect the different disciplines or each discipline should be represented in one image.</p> <p>It was also noted that GT and SW do not receive the monthly referee registration list. FS to let Alex Williams know and get them added.</p>	<p>SW</p> <p>FS</p>
<p><b><u>16. Referee Evaluation programme via WTR</u></b></p> <p>SE showed an example template of a referee evaluation form. This would not be generated until 48 hours after the match, in order to factor in a forced cooling-off period. In advance of the meeting, the</p>	

<p>commission were sent a paper written by Lenny Barry on the referee feedback forms.</p> <p>A discussion took place on the referee feedback forms and it was agreed that to get consistent responses, the filling in of the referee evaluation form would need to be a mandatory condition of receiving referee appointments to matches.</p> <p>SE to contact WTR staff and get template of the evaluation forms to distribute to commission members. To be sent out before the next competitions meeting for MS in January 2017</p> <p>Upon inspecting the current draft template for the form it was noted that:</p> <ul style="list-style-type: none"> <li>• The 'sourced by VE/locally' filed should be removed</li> <li>• In the 1-10 rating system it should be specified if 1 is high or low</li> </ul>	<p>SE</p> <p>SE</p>
<p><b><u>17. AOB</u></b></p> <p>SE expressed concern on behalf of the commission about the delay in payments being made by the Finance Team. Further issues include no specific payment references and particularly length delays for first time expense claimants. FS to relay concerns to Finance Team</p> <p><b>International appointments:</b></p> <p>SE to forward FIVB/CEV appointments list to FS:</p> <ul style="list-style-type: none"> <li>• Katarina Cepinova has passed her IRCC course and has received her first appointments.</li> <li>• SW, Challenge Cup Tel Aviv</li> <li>• GT, waiting on FIVB appointments, due in next 2-3 months, expect CEV appointments to follow</li> <li>• NH, Challenge Cup Portugal</li> <li>• DB, Challenge Cup</li> </ul> <p>MS stated that international appointments, NEVZA etc. should be recorded on WTR</p> <p><b>E-newsletter:</b></p> <p>It was decided that the referee e-newsletter be changed to quarterly Next issue: SE: to send the details on December 9<sup>th</sup> to FS FS to create and send out newsletter on December 16<sup>th</sup></p> <p><b>Other:</b></p> <p>The commission were approached to send one person on an international sitting referee course in Japan, which was discussed prior to this meeting to decide its viability. The commission declined to send the candidate on the course for reasons which include but are not</p>	<p>FS</p> <p>SE</p> <p>SE FS</p>

<p>limited to: the short notice of the course, the cost, sending a candidate on an international sitting referee course wasn't in the strategic plan</p> <p>GT raised an issue with the RC7 form not saving all inputs. MS stated that the form only saves the last changes so the save button needs to be clicked after every change.</p> <p>SE to update observer requirements on WTR</p> <p>MS gradually training up successor Richard Burbedge over the next two to three years.</p> <p>NTO NEVZA recruitment success as eventually had to turn people away. Notice was sent out in early September, which reminded people that being an NTO at a major event is a requirement for upgrading. This was all recorded on WTR</p> <p>FS to ask Laurence Shenker about Volleyball England lanyard costs</p> <p>SM raised the technology issues encountered at NEVZA in Kettering, namely that the Wi-Fi did not work. SM expressed his apologies for the failure of the Wi-Fi.</p> <p>Further to this, SE welcomed Stuart Dunne back to Volleyball England and for taking up the position of supervisor for NEVZA.</p> <p>MS said that the e-bench is feasible for main finals but that the scorers will need to be brought in earlier to train them</p> <p>NH raised a question about line-up sheets, and asked if there were any stipulations about post-match process. MS answered that the solution is for the 2nd referee to rip them up</p> <p>Meeting Closed</p>	<p>SE</p> <p>FS</p>
<p><b><u>Dates for Next Meetings</u></b></p> <p>29<sup>th</sup> January, SportPark Loughborough</p> <p>18<sup>th</sup> March, location TBC</p>	