



Leinster LGFA

Referee Assessor

Role Description



LEINSTER LGFA REFEREE ASSESSOR ROLE DESCRIPTION

Role Description:

To observe and evaluate an assigned referee's match performance and give constructive feedback to improve their performance and encourage them to adopt a process of self-analysis and evaluation. Referee Assessors play a major role within our Association to ensure standards are increased and support is provided to the Leinster Referee Panel.

Referee Assessing is a very rewarding experience and provides personnel with the opportunity to influence and shape so many of our current referees which in turn raise standards of refereeing at all levels. The feedback provided through assessments allows referees to continue to progress and reach their own goals and targets.

Minimum Experience required:

- Retired referee with a minimum of 5 years experience within the Gaelic Games Code
OR
- Experience of mentoring/assessment of adults in recognised NGB's/organisations

Knowledge:

- Applicants should have full knowledge of the rules of Ladies Gaelic Football and the application of these rules
- Up to date knowledge of the LGFA referee pathways and qualifications

Skills:

- Ability to:
 - Plan and organise
 - View the game from a referee's viewpoint
 - Objectively analyse performance
 - Prioritise strength and development areas for referees
 - Utilise IT and type all assessments
 - Be consistent in all assessments to a high standard
- Positively promote LGFA

Personal:

- Demonstrate exemplary personal behaviour and conduct themselves appropriately at all times. This includes adherence to the LGFA Assessor code of conduct
- Available to conduct assessments midweek and mainly at the weekends

Overall Aim:

- Deliver high quality LGFA referee assessments to ensure development of Leinster referees

Main Duties & Responsibilities:

Pre Assessment:

- Respond to SMS notification to accept assigned game
- Ensure full knowledge of the application of the rules
- To maintain high quality standards in assessment conduction
- Be familiar with all supplementary assessment notes
- Ensure you have resources with you to conduct assessment
- Comply with LGFA Referee Assessor Code of Conduct at all times

Assessment:

- Obtain the optimum viewing position for the game away from spectators
- Observe and evaluate referee provide constructive feedback
- Ensure a thorough record of the performance is taken, noting strengths and areas for development
- Do not make contact with the referee or any other interested party during or after the game

Administration:

- Allow yourself thinking time between the end of the match and preparing your report
- When preparing the report please ensure all relevant materials are used:
 - Notes taken during the game
 - LGFA Official Guide
 - Assessment Marking Sheet
- Ensure **typed** completion of assessment form and submit to the Leinster LGFA Games Development Officer within **5 Days** of the assigned game
- Communicate with the assigned referee if contact made in relation to clarification of assessments
- Complete Leinster LGFA expenses form and submit to the Leinster LGFA administrator within one month of appointment
 - Assessment fees are as follows:
 - Travel (0.50 cent per mile/0.30 cent per km)
- Communicate with Leinster LGFA Games Development Officer in relation to any problem that may arise

Continuous Professional Development:

- Training for all Leinster LGFA Referee Assessors will be held on Tuesday 22 January 2019.
- Assessors are required to attend LGFA Tutor in-service where applicable
- Assessors are encouraged to attend conferences/events/other in-services that are identified as useful in the continuous development of the assessor
- Assessors should continually self-reflect on assessment process and written assessment and actively seek to improve different aspects of their performance. Assessors should inform the Leinster LGFA Games Development Officer of any areas that they need further development in and endeavour to attend any further training provided by LGFA.

Accreditation:

In order for the assessor to maintain their accreditation they **must**:

- Attend the mandatory annual LGFA tutor in-service which occurs on an annual basis or as requested.
- Adhere to the LGFA Referee Assessor code of conduct to maintain accreditation
- Agree to re-take training or mentored support work should a quality assurance issue arise

Deployment:

- The Leinster LGFA Games Development Officer will manage the deployment of Assessors
- Assessors will be monitored on an on-going basis as part of the quality assurance process involving a review of assessment forms and the assessment process utilised by the assessor

Grievance Policy:

- This procedure relates to aspects connected to delivery of the LGFA Referee Assessment Process. Complaints under this procedure will relate to all aspects of delivery and will include such areas as:
 - Ineffective or unsupportive feedback provided by the assessor
 - Omission in respect of the assessment form
 - Inappropriate activities by the assessor including behaviour which may cause concern or offence to others
 - Irregularities in the way in which the assessment is delivered
- An acknowledgement that any complaint has been received will be sent to the complainant within 10 working days
- The Leinster LGFA President will decide, after considering the complaint, the appropriate course of action

- In most cases the Leinster LGFA President will speak directly to the assessor in question, within two days of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage
- If it is necessary for the Leinster LGFA President to carry out further investigations a written record will be kept of all meetings and interviews in relation to the complaint
- If further investigations are required then the assessor may be suspended from tutoring until the matter is investigated fully
- Once the Leinster LGFA President is satisfied that, so far as practical all the relevant facts are established, a decision will be made and the assessor will be informed in writing in relation to outcome. The Leinster LGFA President will give reasons for their decision
- Appropriate sanctions will be acted upon for breach of the LGFA Code of Conduct including loss of privileges (fees), suspension for a number of weeks or indefinitely or immediate expulsion from the assessor group
- It should be recognised that Leinster LGFA may regard some offences as so serious that an assessor could require immediate expulsion with no prior warning. Such offences might include, but are not limited to, delivery of an assessment under the influence of alcohol or other substances, serious sexual misconduct or other serious incidents of unacceptable behaviour
- If an assessor is suspended from the Association for any other reason they must inform the Leinster LGFA Games Development Officer and a decision will be made on whether the assessor will also be suspended from assessing depending on the severity of the offence
- If an assessor has a grievance with LGFA that relates to any aspects connected to delivery of LGFA Referee Assessments then the assessor must contact the Leinster LGFA President in writing to outline the areas of grievance. Leinster LGFA will endeavour to address all concerns where possible with immediate effect.

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