



North Queensland Hurricanes Junior Referee Program Framework 2018

North Queensland Touch Association Inc.





Revision Control Register

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Introduction

The North Queensland Touch Association (NQTA) established the Hurricanes program for youth referees in 2011, with the purpose of fostering and developing youth referees that have the commitment and interest in refereeing touch football at an elite level.

The program has created a structured pathway to foster and develop strong youth referees across North Queensland by providing access to specific one-on-one coaching opportunities, financial assistance and access to specific development resources targeted at youth officials.

By increasing the strength of our up-and-coming youth referees, the program benefits the entire sport of touch football across the North Queensland region.

Benefits to Youth Referees

The program provides the following benefits to NQTA youth referee members:

- Guidance and mentoring through the refereeing levels of touch football;
- Access to personalised development plans, programs, and pathways;
- Personal contact with their own senior referee mentor (one-on-one coaching);
- Funding to attend representative tournaments where they will receive access to elite coaching.

Benefits to the Referee Base

The program provides the following benefits to the NQTA refereeing base:

- Increased youth referees base to service all levels of the sport;
- Better management of youth participants who have their own needs;
- A structured pathway for youth participants;
- A sound base for elite youth referees;
- Focused development of mentors;
- Better adjusted/prepared referees entering the elite pathway.

Entry Criteria

Youth Referees

The program is open to youth referees based who fulfil the following criteria:

- Aged 13–18;
- Referee regularly in an NQTA-affiliated local competition;
- Not play at a representative level;
- Be at least a qualified Level One Touch Football Referee;
- Have a commitment and desire to progress their refereeing to higher levels;
- Be able to attend identified events within the North Queensland region and beyond.

Youth referees are appointed to the program because they show a primary commitment to refereeing, not just at a local level, but also at a regional level and higher.

Mentors

Senior referees will be appointed to the program as mentors, based on the following criteria:

- Actively involved in the sport for at least two years prior to appointment;
- Holds a minimum TFA Level Three Referee accreditation;
- Holds (or is able to hold) a minimum TFA Foundation Referee Coach accreditation;
- Shows a desire to develop up-and-coming referees in the region;
- Shows an understanding of the role of a mentor.

Management Structure

The program is coordinated by appointed coordinator/s and operates under the direction of the NQTA Referee Management Team, with assistance from the NQTA Development Officers and the NQTA Referee Coaching Panel.

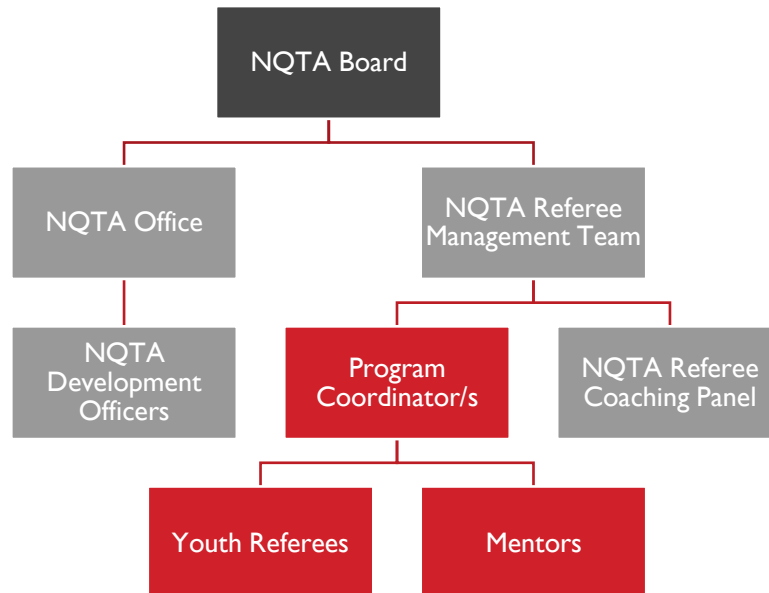


Figure 1 – NQTA Hurricanes Management Structure

Mentoring

An integral part of the program is the dedicated group of senior referees who act as mentors to the program's youth participants. They are the backbone of the program and provide their paired youth referees with guidance as they progress through the levels of the sport.

To assist them in their roles, the mentors shall receive resources and regular training opportunities from the program's coordinator and NQTA. These resources and opportunities allow the mentors to be up-skilled as competent mentors and referee coaches, which provide benefit to their paired youth referee as well as referees within their local area.

Talent Identification and Recruitment

The program's coordinator shall be responsible for overseeing the identification of talented youth referees, utilising the resources of the NQTA Referee Coaching Panel, NQTA Development Officers, and senior referees throughout the region. While not all youth referees are interested in furthering their development, those that do will be considered to become part of the program.

Identification of talented youth referees can occur at any level of the sport and, upon identification, the program's coordinator will discuss the program with the identified referee to determine if the individual is interested in progressing their career as a referee. If interested, the program's coordinator will invite the referee to find a mentor and nominate to enter the program.

Nomination & Appointment Process

Identified referees who match the appointment criteria and can nominate to join the program at any time.

Nominees and their mentors are assessed by the program's coordinator and the NQTA Referees Panel. The assessment process includes an assessment of the referee's on-field performance as well as the suitability of the nominated mentor to perform their duties.

If successful, the referee and their mentor are endorsed by the NQTA Referees Panel and are formally appointed to the program.

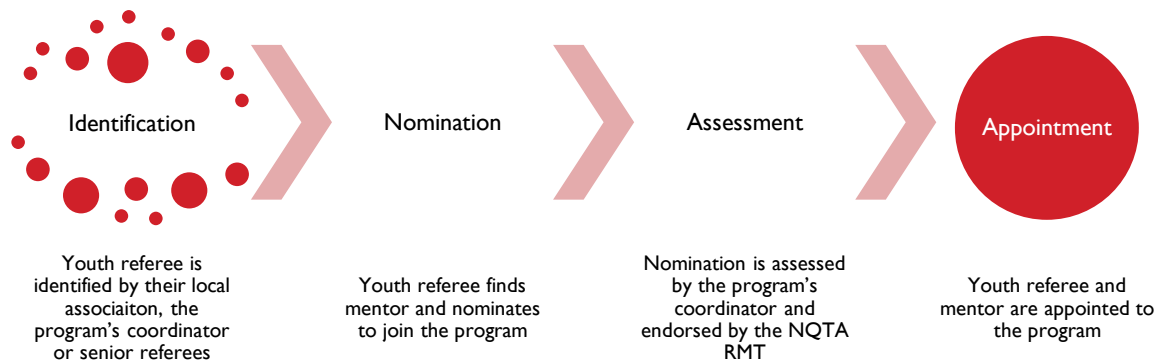


Figure 2 – NQTA Hurricanes Program Appointment Process

Term of Appointment, Membership Agreement, and Review

Each youth referee is initially appointed to the program for a period of two (2) years, starting at a date agreed to by the referee, their mentor, and the program’s coordinator. The starting and concluding date will be defined in the membership agreement document as signed by the mentor, youth referee and their parent/s.

The membership agreement document shall include the agreement of the youth referee (and their parent/s) and mentor to the terms of the program, including their commitment to any remain an active member for the full term of appointment.

Starting from their commencement in the program, the program’s coordinator will conduct a review with the youth referee and their mentor every twelve (12) months. This review will ensure that both participants are progressing and remain committed to the program.

Re-Appointment

Prior to the completion of the first (two-year) appointment, and any subsequent term, the program’s coordinator will offer the youth referee and their mentor an option to continue in the program for another twelve (12) month period. This offer will be subject to the results of the preceding twelve (12) month review, with focus on the youth referee and their mentor continuing to meet the criteria for appointment and maintaining their commitment to the program.

Offers of re-appointment to the program can be made, at the discretion of the program’s coordinator, up until the youth referee reaches the age of 20, or until they commence the graduation pathway.

Development Pathway

Each youth referee and their mentor will agree upon a development pathway, which will be submitted to the program’s coordinator and may be updated at any time.

The pathway will be used to guide the youth referee and mentor over the term of their appointment to the program and will assist with both future planning and review. It shall include a list of tournaments, courses, workshops, and training camps that the youth referee will be attending.

The program’s coordinator will supply the youth referee and their mentor with a template document to record the pathway on.

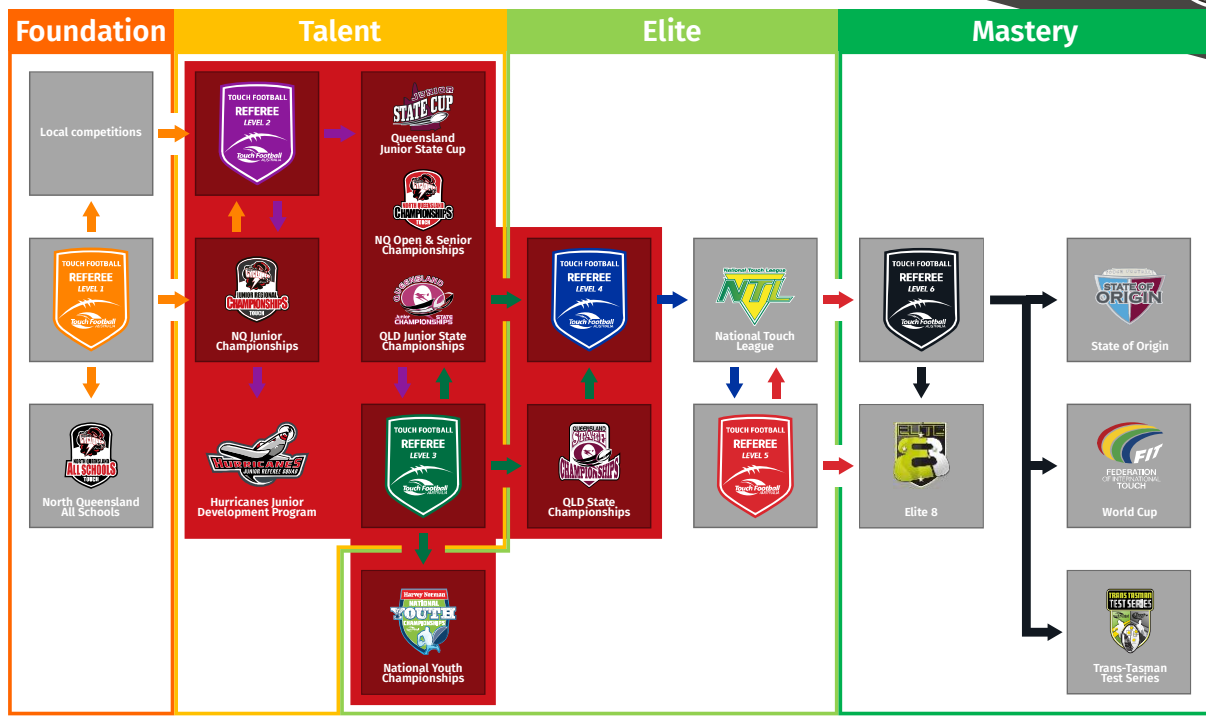


Figure 3 - NQTA Accredited Referee Development Pathway

Compulsory Events

The program’s coordinator will determine which events should be deemed as “compulsory attendance” for participants and mentors, based on the benefits to the program’s members, and will provide an outline to each participant and mentor prior to the planning of their Development Pathway document.

Events will be determined based on criteria that assesses the possible outcomes of the event for the program’s members, including possible accreditation upgrade, skill development and/or access to higher level coaching.

Graduation Pathway

Once a youth referee successfully upgrades their referee accreditation to Level Four, the program’s coordinator will conduct an exit review with the youth referee and their mentor, to allow both to provide feedback on their time in the program. At this point, the referee and mentor’s appointment to the program will cease and the program’s coordinator will offer the referee an opportunity to commence a pathway to develop their skills as an accredited Referee Coach and return to the program as a mentor to a youth referee.

The pathway will include the completion of a Foundation Referee Coach course followed by a mentoring period by an accredited referee coach.

Financial Support & Strategic Partnerships

The program provides financial and in-kind support to its participants thanks to the assistance of the NQTA and the program’s strategic partners.

Through grants and sponsorship agreements, the program allocates funding for participants to attend events planned in their development pathway, as well as provide outfitting of uniforms and apparel as required.

The program’s coordinator determines event funding in accordance with terms set out in grant guidelines, strategic partnership agreements and the program’s management structure, with a view to providing financial assistance to youth referee members attending prioritised events.



Attachments



Entry Criteria Assessment Tool Youth Referee Applicant

Referee:			Date:		
Age	Y	N	Comments		
Youth-aged referee (13 – 18 years of age)					
Accreditation	Y	N	Comments		
Has completed TFA Level One Referee course					
Has completed TFA Level Two Referee course					
Commitment	Y	N	Comments		
Referees at least one game a week at local competition					
Referees at least two games a week at local competition					
Does not play at regional representative level or higher					
Expresses a commitment and desire to referee at higher levels of the sport					
Shows a primary commitment towards refereeing touch football					
Assessor:			Result:	Suitable / Unsuitable	

Mentor Applicant

Mentor:			Date:		
Criteria	Y	N	Comments		
Has remained active within the sport over the last two years					
Holds a minimum TFA Level Three Referee accreditation					
Holds a minimum TFA Foundation Referee Coach accreditation					
Commitment	Y	N	Comments		
Has shown a desire to develop up-and-coming referees					
Shows understanding of the role of a mentor					
Has discussed establishing a mentoring relationship with the youth referee applicant					
Assessor:			Result:	Suitable / Unsuitable	

Assessor Notes

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Membership Agreement

PARTIES

The agreement shall be made between the following parties:

- (1) _____ of _____ (“Mentee”);
Name of youth referee Local association
- (2) _____ of _____ (“Mentee”); and
Name of mentor Local association
- (3) North Queensland Touch Association (NQTA);

and, until the expiry of the agreement, each shall be bound by its terms and conditions as laid out herein.

BACKGROUND

- (A) The NQTA has provides a structured program with relevant mentoring, coaching and support in order to foster development of youth referees across the North Queensland region.
- (B) The Mentee wishes to join the program in order to gain guidance and support for their development as a referee.
- (C) The named parties agree that appointment to the program shall be set out in this agreement.

IT IS AGREED as follows:

1. Mentee

The Mentee agrees for the duration of their appointment to:

- 1.1. Work towards achieving their full potential as a touch football referee;
- 1.2. Abide by all rules, policies, codes of conduct and the spirit of the sport of touch;
- 1.3. Be available for local, regional, and state events as directed by the NQTA;
- 1.4. Inform the Mentor and the program’s coordinator of any personal injury or medical condition;
- 1.5. Wear any official logo on the competition and training uniforms as advised by the NQTA;
- 1.6. Provide their full name, address, and other information as required to the NQTA and inform them of any changes;
- 1.7. Be available for promotion opportunities for the program and NQTA partners;
- 1.8. Acknowledge the program, the NQTA and partners as opportunities arise.

2. Mentor

The Mentor agrees for the duration of their appointment to:

- 2.1. Be available to mentor the Mentee;
- 2.2. Actively referee and/or referee coach at a local level;
- 2.3. Attend events with the Mentee as required by the NQTA;
- 2.4. Regularly report to the NQTA on the progress of the Mentee;
- 2.5. Ensure that the Mentee complies with all program requirements;
- 2.6. Be committed to maintaining current theoretical and practical knowledge of referee coaching methods and procedures;
- 2.7. At all times, be a positive role model and leader to the Mentee and other members of the program;
- 2.8. Wear any official logo on the competition and training uniforms as advised by the NQTA;
- 2.9. Provide their full name, address, and other information as required to the NQTA and inform them of any changes;
- 2.10. Be available for promotion opportunities for the program and NQTA partners;
- 2.11. Acknowledge the program, the NQTA and partners as opportunities arise.

3. Program Coordinator

- 3.1. The NQTA interests in the program will be represented by the Program Coordinator/s (“Coordinator”), as appointed by the NQTA.
- 3.2. The Coordinator will provide overall management and direction of the program, in accordance with the program’s management structure.

4. Term of Appointment

- 4.1. The term of appointment will be for the prescribed period, according to the following:
 - 4.1.1. The Mentee and Mentor will be appointed to the program for an initial period of twenty-four (24) months;
 - 4.1.2. At the conclusion of the initial twenty-four (24) month appointment, the NQTA may, at its discretion, offer an extension for a period of twelve (12) months;
 - 4.1.3. At the conclusion of any subsequent twelve (12) month appointment, the NQTA may, at its discretion, offer an additional extension for a further period of twelve (12) months.

5. Behavioural Termination

- 5.1. Appointment to the program may be terminated immediately under the following circumstances:
 - 5.1.1. The Mentee retires from local or representative competition;
 - 5.1.2. The Mentee fails to maintain a level of involvement and commitment to refereeing;
 - 5.1.3. The Mentee breaches the program's, or the NQTA's, behaviour policies or protocols;

6. Cessation of Appointment

- 6.1. Unless otherwise terminated or extended, the appointment of the Mentee and Mentor to the program will cease at the conclusion of the prescribed period.

Appointment period: _____ to _____

Mentee	
Full Name: _____	Signature: _____
Parent/Guardian Name: _____	Signature: _____
Mentor	
Full Name: _____	Signature: _____
Program Coordinator (on behalf of NQTA)	
Full Name: _____	Signature: _____

Development Pathway Template

This is a basic template filled with example events. It can be used as a starter to develop your own pathway document.

Event	Date	Reasoning	Notes
Local competition	Feb 2	Program requirement	Want to referee A-Grade this year.
Level 3 Course	May 2	Needed for upgrade	
NQ Open & Senior Championships	Jun. 9-10	Level 3 upgrade opportunity	Need to have three on-field assessments done prior to event. Would like to get L3 upgrade and referee a final.
QLD Junior State Cup	Jul. 7-9	Level 3 upgrade opportunity	Hervey Bay, may need financial assistance to attend
Local grand finals	Jul. 30	Weekly development	Goal is to get a B-Grade Grand Final
NQ All Schools	Aug. 18-19	Good lead-up to NYC	Would like to get Open Mixed Grand Final
QLD Junior State Championships	Aug. 24-26	Level 3 upgrade opportunity. Good access to Talent-level coaching from state referee coaching panel	Optional, if I don't already have my Level 3
National Youth Championships	Sept. 12-15	Elite-level coaching from national referee coaching panel	Need to get my Level 3
Local competition	Sept 20	Program requirement	
NQ Junior Championships	Sept. 29 - Oct. 1	Primary junior event in NQ	
...			

Event Attendance Assessment Tool

Event:		Location:		Dates:	
Major Criteria		Yes	No	Comments	
Does the event fall within the Development Pathway					
Will the event be overseen by members of the state or national referee coaching panel?					
Will the opportunity be available to upgrade referee accreditation?					
Does the event clash with any other unavoidable commitments that the program's participants may have?					
Minor Criteria		Yes	No	Maybe	Unsure
Will the event feature a high standard of game, suitable for the program's participants					
Will the opportunity be available for mentors to upgrade or upskill as Referee Coaches?					
Will all program participants benefit from coaching at the event?					
Financial Criteria		Yes	No	Unsure	Comments
Does the event require a levy to be paid per referee?					
Does the event require the purchase of uniform, either on-field or off-field?					
Does the event require the program's participants to organise transport or travel (not included in levy)?					
Does the event require the program's participants to organise private accommodation (not included in levy)?					
Will financial assistance be available from the program to assist participants to attend?					
Will any financial assistance be provided by the region, state, or national bodies to attend this event?					
Are there other forms of funding (including grants, etc.) available to assist participants to attend the event?					
Date Assessed:		Result:	Compulsory / Desirable / Not Required		
Assessor Notes					

Annual Review Self-Assessment Tool

Youth Referee Self-Assessment

Referee:				Date:				
Program Requirements				Yes	No	Comments		
I created or updated my development pathway document								
My mentor assisted me to create my development pathway document								
I achieved the goals I set out in my development pathway								
Referee Accreditation				Yes	No	Comments		
I have attended a touch football referee (level two or three) sports education course in the last twelve (12) months								
I was successfully upgraded to a higher referee accreditation level in the last twelve (12) months								
I have developed a pathway to achieve upgrade to the next referee accreditation level								
My Mentor				Yes	No	Maybe	Unsure	Comments
Were you helped to create a development pathway, including goals to be met?								
Did you establish guidelines at the beginning, defining how often and/or when you would meet on a routine basis?								
Were you happy with the frequency of meetings?								
Were you provided regular feedback and constructive criticism?								
Were you encouraged to participant in development opportunities outside of the program?								
Did the relationship meet your expectations?								
Were you happy with the style of mentoring in your relationship?								
Youth Referee Notes								

Mentor Self-Assessment

Program Requirements	Yes	No	Maybe	Unsure	Comments
Was a development pathway established by the mentee at the beginning, including goals to be met under your direction or guidance?					
Were there guidelines established at the beginning defining how often and/or when you would meet on a routine basis?					
Did you and your mentee achieve the goals planned?					
Were you happy with the frequency of meetings?					
Did you hold yourself and your mentee to high standards?					
Your mentee					
Was your mentee easy to approach and talk with?					
Did your mentee exhibit integrity?					
Did/does your mentee accept advice and encouragement from you with respect to your independent goals?					
Did/do the two of you meet regularly?					
You as a Mentor					
Did/do you provide regular feedback and constructive criticism?					
Did you facilitate your mentee's participation in development opportunities outside of the program?					
Did you act as an advocate on your mentee's behalf within their local association?					
Did you connect your mentee to other senior referees who could "fill in the gaps" in areas where you might be less skilled?					
Did the relationship meet your expectations?					
Were you happy with the style of mentoring in your relationship?					
Mentor Notes					

Roles & Responsibilities

All Program Members

- Understand, uphold, and support the program and its values;
- Where possible, acknowledge the contribution of the program's strategic partners;
- Adhere to the terms and conditions of the Membership Agreement, as well as the codes of conduct, rules, policies, and procedures of the NQTA and Touch Football Australia;

Youth Referees

- Have a clear understanding of why you want to be mentored;
- Inform your mentor about your preferred learning style;
- Create realistic goals with milestones and achievable outcomes;
- Communicate regularly with your mentor and the program's coordinator;
- Understand that your mentor will not have all the answers;
- Accept constructive feedback;
- Set time aside for self-reflection and to evaluate progress;
- Celebrate success;
- Be consistent and reliable;

Mentors

- Have a clear understanding of why you want to be a mentor;
- Have a clear understanding of your expectations for your mentee;
- Stay flexible in changing expectations or plans;
- Create realistic goals with milestones and achievable outcomes;
- Adapt your feedback to your mentee's learning style;
- Advise on what you know and admit the things you don't know;
- Recognise your mentee's weaknesses and build on their strengths;
- Always offer constructive feedback;
- Communicate regularly with your mentor and the program's coordinator;

Program Coordinator

- Represent the NQTA's interests in the program;
- Provide overall coordination of the program, in accordance with the program's management structure;
- Maintain regular contact with the program's participants to ensure ongoing progression towards the individuals goals and commitment to the terms of appointment is maintained;
- Provide notice of training and development opportunities to the program's participants;
- Develop and maintain an up-to-date database of program participants, mentors, and advisors;
- Assess sanctioned events for suitability to attend by participants of the program;
- Develop and maintain an annual budget for the program, and submit in accordance with the requirements of the program's management structure;
- Promote the goals and achievements of the program's participants to the wider community through online media and social networking, as well as traditional press/media, where opportunities arise;

