



Policy for Appointment of Team Officials

Draft 1.0

The board has previously resolved to establish a panel of volunteers from which England Team Managers, welfare staff, coaches, referees and other officials will be selected.

This policy covers the processing of those applications, and the procedures for choosing officials for individual events.

(Note: Some events have recruitment requirements from external sources which may override or modify this policy.)

Applications for the panel.

A standing committee will be established of 3 people (inc 2 directors & one of the professional staff) who receive applications to join the panel. They shall review the applications, check the CRB/SPC status, coaching or refereeing qualifications and any other qualifications stated. They may choose to interview applicants, take up references or make such enquiries as they consider appropriate.

Each applicant specifies the roles that they are interested in on their application, so the committee only need to consider the fields for which they have applied - ie TM, ref, coach, welfare or team admin. (or any combination)

The committee shall then take one of four steps:

- a) Approve the application without condition and add the name to the panel.
- b) Reject the application with feedback to the applicant on what they might do to make a later application more likely to succeed.
- c) Ask for more information.
- d) Approve the application with conditions/recommendations.

a), b) and c) are relatively straightforward. d) may include qualified statements limiting the roles in which the applicant can be used, or requiring certain actions or training before an applicant may be selected. They might approve as a team admin, but reject as a TM, or any combination of role and approval outcome.

Appointment of Team Managers.

The director of representative fencing (DRF) shall circulate the panel periodically with a list of forthcoming trips, including dates and personnel needs. The people on the panel may indicate their willingness/availability for some or all trips. The DRF then nominates a team manager from those approved, willing and available. This nomination is subject to confirmation by the England Executive Directors.

Appointment of Other Officials

After the Team Manager's appointment is confirmed, the DRF and TM shall consult with the relevant officers (Refereeing Officer, Armourer, Welfare Officer or other as appropriate) to nominate the other officials. These nominations are subject to confirmation by the England Executive Directors.

Welfare and Discipline

Before the event, the DRF shall notify the officials names to the Welfare Officer and the CEO of British Fencing, to check that there are no welfare or disciplinary processes underway which might give grounds for reconsidering the choice of officials.

Feedback and Evaluation

After each event, the TM shall report back to the standing committee about the performance of the officials, and the DRF shall report on the performance of the TM.

The standing committee shall also manage the fencer/parent feedback process. Any letters of complaint or commendation, and the outcome of any disciplinary or grievance proceedings relating to officials shall also be copied to the committee. The standing committee shall have the authority, in the light of such feedback, to alter the status of officials on the panel, or to remove them from the panel entirely.

At the end of each year, the committee shall discuss with the DRF which officials had been used, and which not used, and investigate/recommend changes if they felt that any officials were being over-burdened, or excluded without cause.

Development of New Officials.

Subject to the normal budget approval process, England Fencing will allocate funds to allow inexperienced officials to attend trips in addition to the core official team, without causing a financial burden to the budget for that trip.

Equity and Conflict of Interest

All those involved in the screening and selection of officials must ensure that their actions comply with the England Fencing Ltd policies on equity and conflict of interest.

Grievance Process

If an official or potential official wishes to raise a grievance in connection with England Fencing Ltd, they should write to the Chair of the Grievance Committee, care of the England Office (address on the website) stating the facts of their case.