

1.0(29/11/08)



# Coaching & Refereeing Structure and Administration

For The British Octopush Association



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# 1 Introduction

This document provides the framework for the development and advancement of qualification for coaches and referees. It does not detail the content of the coaching and referee courses but explains the steps needed to progress up the qualification ladder.

It also details how the courses and qualifications will be administered and supported. These details will then be used to define the administration and provide a set of requirements to develop the BOA website to support this process.

## 1.1 Objectives

To deliver a sustainable and reliable service the BOA must provide a development structure for Coaches and Referees which clearly shows how these services will be properly supported, administered and delivered.

## 1.2 Scope

This document will apply to all members seeking to acquire coaching and refereeing qualifications within the BOA and details the assessment process needed to be followed in order to gain qualifications.

It also defines the administration process for the BOA to support these courses and the detailed requirements to develop the BOA website.



## 2 Coaching

### 2.1 Club Coach (level 1)

To become a Club Coach a candidate must:

- 2.1.1 Attend an approved BOA coaching course.
- 2.1.2 Deliver a 15 minute coaching session which will be assessed
- 2.1.3 Produce a written evaluation of this session
- 2.1.4 Pass a multiple choice exam

### 2.2 Senior Club Coach (level 2)

To become a Senior Club Coach a candidate must:

- 2.2.1 Be a Club Coach (Level 1) and Level I BOA Referee
- 2.2.2 Attend an approved BOA coaching course.
- 2.2.3 Deliver 2 x 15 minute coaching sessions which will be assessed
- 2.2.4 Produce session plans for a series of 4 coaching sessions
- 2.2.5 Produce a logbook of the sessions in 2.2.4. and another 2 coaching sessions. This must include the plan, delivery, evaluation, feedback and action plan for each session.
- 2.2.6 Pass an examination.

### 2.3 Advanced Coach (level 3)

To become an Advanced Coach a candidate must:

- 2.3.1 Be a Senior Club Coach (Level 2) and level II Referee
- 2.3.2 Produce an outline of a coaching program
- 2.3.3 Produce detailed plans for an 8 week cycle of coaching on a particular aspect of the game or training
- 2.3.4 Produce a logbook of the sessions in 2.3.3. This must include the plan, delivery, evaluation, feedback and action plan for each session.
- 2.3.5 Deliver 2 X 30 minute coaching sessions which will be assessed
- 2.3.6 Pass an examination
- 2.3.7 Assist national squad training and record this in a logbook

### 2.4 Tutor/Educators

The role of the tutor is to teach the group and deliver coaching sessions. Any person with a teaching qualification such as Post Graduate Certificate in Education (PGCE), qualified teacher status (QTS) or Certificate in Tutoring in sport (CTS) who can demonstrate continued teaching experience can become a tutor. They will need an orientation session with regard to the awards. NB according to UKCC it is not essential to have a teaching qualification but it is considered good practice.

### 2.5 Assessors

The role of the assessor is to assess the candidate's ability. They must understand the principles of assessment and be able to put them into practice. NB for level 1 course this can be the tutor but for higher levels need to be an independent assessor.



## 2.6 Internal Verifier

The role of the internal verifier is to observe the assessors, internally verify the coaching material/products and monitor, evaluate and evaluate the course internally.



## 3 Refereeing

At any BOA tournament there shall be a level 3 referee in overall charge and each UWH court shall have a Chief Referee, two or three water referees, Timekeeper and scorer.

The Court Chief Referee should be at least a level 2 referee.

Water Referees should be at least level 1 referees under the guidance of the Chief referee.

The Timekeeper should be at least a level 1 referee under the guidance of the Chief Referee.

The Score keeper may be anyone willing to help under the guidance of the Chief Referee.

### 3.1 Club Referee (level 1)

A Club Referee (level1) must be competent to referee at Club games, and at BOA tournaments under the supervision and guidance of a level 2 referee.

- 3.1.1 Attend an approved BOA Level 1 Referee course.
- 3.1.2 Attain Pass level in an examination
- 3.1.3 Water Referee a fifteen minute game under assessment.
- 3.1.4 Log 5 hours of water referee experience, certified by a Level 2 referee or above.
- 3.1.5 During the logged experience the supervising referee must assess the candidate's competency in the following areas;
  - 3.1.5.1 **Control of the game**
  - 3.1.5.2 **Hand signals**
  - 3.1.5.3 **Equal puck, advantage puck and penalties**
  - 3.1.5.4 **Infringements**
  - 3.1.5.5 **Time penalties**
- 3.1.6 To keep this qualification valid the candidate must log not less than five hours water referee experience at any BOA qualifying events in the preceding two years. If the candidate fails to log five hours in the preceding two years then they must be reassessed by a level 2 referee or above to revalidate their level 1 competency.

### 3.2 Senior Referee (level 2)

A Senior Referee (level 2) must have a thorough knowledge of the rules and their interpretation in various situations, must be competent to supervise level 1 referees and to take charge of an UWH court at any BOA event.

- 3.2.1 Club Referee (level 1)
- 3.2.2 Attend an approved BOA level 2 course. (This course details how a level 2 referee will manage, co-ordinate, mentor and be responsible for the refereeing of an UWH court during a competition, and will study the game rules in detail.)



- 3.2.3 Be assessed by a level 3 referee for 30 minutes taking responsibility for the refereeing of a court at a BOA competition.
- 3.2.4 Log a minimum of 10 hours water referee experience at any qualifying BOA event and 2 hours as court Chief Referee under the guidance of a level 2 Referee.
- 3.2.5 During the logged experience the supervising referee must assess the candidates competency in the following areas;
  - 3.2.5.1 **Control of the court - supervising water referees and time keeper**
  - 3.2.5.2 **Control of the game**
  - 3.2.5.3 **Hand signals**
  - 3.2.5.4 **Equal puck, advantage puck and penalties**
  - 3.2.5.5 **Infringements**
  - 3.2.5.6 **Time penalties**
  - 3.2.5.7 **Decision making – applying the rules**
- 3.2.6 To keep this qualification valid a candidate must log not less than 10 hours referee experience at any BOA qualifying event in the preceding two years. If the candidate does not log the required referee experience to maintain level 2 then they will default to level 1.

### 3.3 National Referee (level 3)

A National Referee (level 3) will be competent to manage, co-ordinate and take responsibility for all refereeing at a BOA event.

- 3.3.1 Senior Referee level 2
- 3.3.2 Attend an approved BOA level 3 course
- 3.3.3 Log a minimum of 100 hours referee experience at any BOA qualifying event including at least 10 hours as Match Chief Referee since becoming a level 2 referees.
- 3.3.4 Be assessed by the Chief National Referee taking the responsibility as Court Chief Referee at not less than five tournaments and managing and co-ordinate the referees and games as Acting Tournament Chief Referee at not less than two BOA competitions.
- 3.3.5 To keep this qualification valid a candidate must log not less than 10 hours referee experience in the preceding two years and must take the responsibility managing and coordinating the referees at one BOA qualifying event in the preceding two years. If the candidate does not log the required experience to maintain level 3 they will default to level 2.

### 3.4 International Referee (level 3)

An International Referee will be competent to referee at international tournaments and will be a representative of the BOA abroad.

Level 3 referees who log not less than 15 hours referee experience at any international competition will be entitled 'International Referee'. These hours will be certified by the BOA Chief National Chief Referee.

Nb If a level 3 referee defaults to level 2 under 3.3.5 above they will lose the title International Referee until the relevant experience has been regained.

### 3.5 Chief National Referee



A level 3 Referee elected by BOA members to be a member of the BOA Committee.

The Chief National Referee represents the BOA in all refereeing matters nationally and internationally including ensuring BOA rules are kept up to date, ensuring any BOA documents referring to refereeing are accurate, lists of qualified Referees are kept up to date and are available on the web site, organising training courses, approving qualifications, and is responsible for all referees and refereeing at all BOA competitions.

The Chief National Referee will review the number of hours logged by Referees and those not meeting the requirements stated will have their qualification re-assessed. A referee not logging sufficient hours may be required to re-attend a training course, have their qualification level reduced, or be removed altogether from the list of qualified Referees.

**3.6 Logged Experience:** All referee experience and assessment will be contained in the member's profile on the web site. This will be administered by the member completing the BOA Referee Experience form. The following information must be entered on the form:

- 3.6.1 Referee Name,
- 3.6.2 Membership Number,
- 3.6.3 Date of Competition,
- 3.6.4 Number of games refereed,
- 3.6.5 Number of minutes experience gained,
- 3.6.6 Logged Assessment. Tick a, b, c
- 3.6.7 Name of assessor
- 3.6.8 Membership number of assessor

This form must be signed by the tournament Chief referee and sent to BOA administration. The logged experience will be uploaded onto the member's profile.



## 4 Administration Process

- 4.1 All tutors running courses must be a BOA registered tutor
- 4.2 Any member may request a course on the website, an email will be sent to administration and local tutors to ascertain availability. Information provided on request form:- Possible locations, list of possible dates, name and address, region of organisation or club who is sponsoring the course.
- 4.3 Available tutors in area will be contacted by administration and will advise of their availability and who will deliver the course.
- 4.4 Tutor will register course on website setting date, location and coordinator. A Course number will be automatically provided and displayed on page.
- 4.5 Applicants will then be able to register for course on website. The website will validate prerequisite of candidate. If validation of prerequisite fails this will not stop candidate registering but this will be highlighted on registration page and an email will be sent to course tutor who will decide if candidate can be accepted. Tutor will be able to accept candidate on registration page and this will be displayed on registration page. An email will be sent to applicant when accepted.
- 4.6 The group sponsoring the course will purchase course pack from shop. If prerequisite material is needed it will be up to the sponsor to make sure that this material is purchased well in advance to ensure candidates have material when needed. Until this service is made available through the shop the course pack will be obtained and payment made to the BOA administration
- 4.7 Either through the shop and/or administration the tutor will be provided with tutor delivery pack
- 4.8 The course pack will provide all the material and forms to run and administrate the course. Each course will have a unique course number which will be used to log the details of the course in the attendee profile on completion of the course.
- 4.9 The attendance form for all courses will be filled in and signed by the tutor with the following details:
  - 4.9.1 Qualification level,
  - 4.9.2 Name of attendee,
  - 4.9.3 Attendee BOA number,
  - 4.9.4 Date course attended,
  - 4.9.5 Name of tutor
  - 4.9.6 Course number

It will be the Tutors responsibility to send this form to BOA administration. These details will then be entered into the member's profile. On entering this information in the member's profile a log showing the number of hours of experience gained will then be able to be displayed.



## 5 Roles and responsibilities

### 5.1 Local co-ordinators or group/club sponsoring the course

- 5.1.1 Book the pool
- 5.1.2 Book the dry side venue
- 5.1.3 Organise light refreshment/ make sure venue has catering facilities on or near by
- 5.1.4 Brings manuals supplied by the BOA shop/administrator to the tutor
- 5.1.5 Collect payment from candidate for running course

### 5.2 Tutor

- 5.2.1 Delivers the course
- 5.2.2 Liaises with the local co-ordinator and administrator as required
- 5.2.3 Return course form to BOA administration

### 5.3 BOA Responsibility

- 5.3.1 Publicises courses
- 5.3.2 Provide role descriptions
- 5.3.3 Provides web support
- 5.3.4 Maintains a data base of coaches, tutors, assessors and internal verifiers
- 5.3.5 Organises external validation of the course
- 5.3.6 Identifies locations and courses needed and prompts local co-ordinators (this could be a BOA committee member job)
- 5.3.7 Monitors requests for courses



## 6 Web Pages

6.1 List of courses dates and venues

6.2 Course application form

Blank session plans

Completes session plan (BOA members only). To be uploaded after each course for other to use and establish a data base of session plans

6.3 Details of the coaching and refereeing pathways including prerequisites

List of qualified coaches at each level

List of qualified tutors

List of qualified assessors

List of qualified internal verifiers

**End of Document**