



BACKGROUND

This policy outlines the process for Touch Singapore (TSG) referees to seek upgrades.

TSG has set out principles that must be considered for all decisions relating to referee upgrades:

- A. Transparency; All decisions and processes must be clearly articulated and documented. All decisions must be in accordance with this *Referee Upgrade Policy and Process*.
- B. Communication; All decisions and processes must be communicated in a clear and concise manner as soon as possible to those affected.
- C. Responsibility; The TSG Director of Referees is responsible for all upgrades and ensuring those affected have been advised of any decision.
- D. Documented; Decisions made in regards to any upgrade must be documented and stored for future retrieval. All steps in the decision-making process must be documented.

OPERATIVE PART

TSG has set-out the following process for referee upgrades:

1. Referees must advise the TSG Director of Referees if they are seeking an upgrade.
2. The TSG Director of Referees shall advise the referee if they are eligible for an upgrade. Where a referee is required to complete a theory course as a pre-requisite for an upgrade, they must obtain approval from the TSG Director of Referees to attend such course.
3. The Referee must obtain a copy of the Referee Competency Assessment form containing the criteria the upgrade will be assessed against.
4. The Referee must display on-field competence at the badge level they are being considered for over a period advised by the TSG Director of Referees.
5. The Referee must demonstrate their contribution to TSG and TSG refereeing through appropriate levels of commitment and involvement in the sport over a period advised by the TSG Director of Referees.
6. The Referee must display exemplary conduct when officiating matches and in their capacity as a coach or player (if applicable).
7. Where a referee is attending an international event for an upgrade, they must:
 - (a) adhere to the conditions within this *Referee Upgrade Policy and Process*;
 - (b) receive endorsement from the TSG Director of Referees to attend the international event;
 - (c) adhere to any policy, procedure, guideline as directed by the governing body of that international event.
8. All assessments of referees for an upgrade must be completed by the TSG Director of Referees or their delegate as directed.
9. All upgrades must be endorsed by the TSG Director of Referee.
10. Upon a referee being assessed as competent for the upgrade they shall be provided a badge confirming all criteria for the upgrade has been satisfied.
11. If a referee is assessed as not being competent for the upgrade, the TSG Director of Referees shall provide feedback on areas requiring improvement. The referee must demonstrate appropriate improvement prior to being endorsed for reassessment.

This document is current and maintained by Touch Singapore. Users must refer to the Touch Singapore Director of Referees if further advice is sought.



For referees seeking endorsement at Level 2 or 3, this period is a minimum of six months. For referees seeking endorsement at Level 4 and above the minimum period is 12 months.

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