



KORFBALL LEVEL 2 REFEREE COURSE MANUAL

May 2016 Edition

Key features:-

The course is for korfball players or others over the age of 20 leading towards refereeing competency at A Grade Level .

There are no set workshops, assignments or tests for this course. It is focused on ability to referee at A grade level. This will come about over a period of time assisting or as referee at A grade with a number of assessments made to enable the referee to improve their knowledge and skills.

For further information on general requirements for course presenters and assessors, recognition of prior learning etc see the *Korfball Referee Accreditation Framework* or contact

NationalTechnicalCoordinator@korfball.org.au

PART 1 GENERAL INFORMATION

Korfball Australia recognises the unique role and significant contribution of referees in our sport. This framework seeks to acknowledge this by developing resources to support referees in their continuous professional development.

1.1. Licensing Arrangements

State/Territory Organisations of Korfball Australia are endorsed to deliver the Level 0, 1,2 and 3 courses provided they can meet the criteria for Assessors. Each State and Territory will be required to sign an agreement outlining the terms and conditions of course delivery. No fees apply for Level 0 but a fee is required for all other levels dependent on delivery as noted in 1.4 below.

Korfball Australia and the International Korfball Federation are responsible for the delivery of Level 4.

1.2. Insurance

The *Korfball Australia Risk Protection Program* provides Public Liability (\$10,000,000) and Professional Indemnity (\$10,000,000) insurance. Any State/Territory Member Organisation that is not part of the National Risk Protection Program will be required to provide the same level of Public Liability and Professional Indemnity insurance.

All course participants must be registered members of their local State/Territory Korfball Association prior to accreditation being granted, to ensure adequate insurance cover. This membership must be maintained annually, whilst the participant is still actively refereeing.

Courses in schools may be conducted within the institutions insurance schemes.

1.3 Course Details

Course Level	Duration	Target Members
2	Refereeing experience assessed over at least 8 games	Experienced Level 1 referees at least 2 years.

1.4. Payment of Course Fees

Fees may vary depending on local costs or subsidies (e.g. facility hire, presenter fees, equipment loan, local administration costs). These are collected by the local course organisers. In addition a Korfball Australia Accreditation Fee applies for all courses, except Level 0. The KA fee is determined on an annual basis and will be published appropriately.

1.5. Presenter/Assessor Qualifications

Course	Minimum Qualifications for each Level on entry
Level 2	<ul style="list-style-type: none">• Have at least Korfball Australia Level 3 accreditation.• Have at least 2 years korfball refereeing experience at an A grade level.• Have satisfactorily completed a Korfball Australia Course Presenters accreditation.

Course Presenters

These are qualified referees of at least one level above the course level they are presenting. Generally they will also be the course Assessors and have undertaken the Korfball Presenters and Assessor Course.,

Course Presenters shall:

- Undergo a 3 yearly review of performance by a designated Korfball Australia Reviewer and to pass the review satisfactorily in order to have endorsement continued.
- Have access to a range of resources (technical and educational) as may be deemed necessary by way of the local korfball association, National Technical Coordinator or resources available on the Korfball Australia website.
- be supervised by an appropriately qualified presenter during period of training.

Korfball Australia shall have the right to:

- Approve course presenters not covered by the above criteria after evaluation of such person's relevant experience and knowledge of the sport through the RPL process and having regard to the prevailing circumstances of the course..
- Set up a Course Review Panel of suitably qualified people and to nominate a member of the panel to conduct random checks to assess the quality of delivery of the course being conducted.

All course Presenters/Assessors will be selected at the discretion of the State/Territory Referee Director and approved by the National Technical Coordinator to ensure quality control of Presenters and Assessors. Course coordinator reports and participant evaluations will be reviewed to ensure quality control of Presenters and assess course content.

1.6. Presenter/Assessor Training

Each State/Territory Member Organisation of Korfball Australia will be provided with presenter and assessor training as required. State and Territories will then be responsible for the continued education of their presenters and assessors using the Korfball Australia Presenters and Assessors course. Participants of these courses will then become accredited, placed on the National database and receive certification.

Presenters/Assessors will also be encouraged to attend a generic Presenter & Assessor Training Course available through State/Territory government sports departments.

1.7. Minimum requirements for conducting courses

A ratio of Presenters to Participants of at least 1 to 10 for Levels 1, 2 and 3 courses

- A korfbal court or other space with sufficient room to conduct the practical components of the course.
- VCR/DVD and monitor.
- Overhead or data projector and screen.

PART 2 POLICIES

2.1 Referee's Code of Behaviour

Korfbal Australia is committed to treating all people with respect, dignity and fairness. This value, along with the basic right of all korfbal members to participate in an environment that is enjoyable, safe and healthy, has resulted in the development and implementation of the Korfbal Australia Member Protection Policy.

The Member Protection Policy applies to Member Organisations, Affiliates and Members (including players, referees, employees, volunteers and support personnel). Any breach of the policy including the Code of Behaviour may result in disciplinary action, including de-registration from the Korfbal National Accreditation Scheme. See Appendix 5 Policies and General Codes of Behaviour

The Member Protection Policy and related support documents can be accessed via the Korfbal Australia website.

2.2 Dispute Resolution

All complaints must be submitted in writing to the National Technical Coordinator. Appeals regarding the outcome of an application or assessment must be received within 14 days of receiving notification of the application or assessment.

Complaints will be considered by a Dispute Resolution Panel consisting of three members, appointed by Korfbal Australia as required. Their role will be to consider the dispute and make a decision and notify those involved within 30 days of receipt of the complaint.

If the dispute is related to the outcome of an assessment task, the participant may be permitted to be re-assessed in the activity they were unsuccessful in.

An independent assessor must undertake this re-assessment, at a time suitable to both parties. This process must be completed in time for the participant to continue with the next level of accreditation activities.

The complaints review process will follow principles of procedural justice including the right to be heard, transparent process and evidence based decision making.

No further appeals will be considered

2.3 Enrolment Pre-requisites Age of Entry into the Course

Course Level	Minimum entry age
2	20 years

* The International Korfball Federation will make decisions with regards to this course which may vary according to international venue and nature of country's participants.

2.4 Recognition of Prior Learning (RPL)

(a) What is RPL?

RPL is based on the awareness that people learn and develop competencies in many different ways throughout their lifetime – through work experience and life experience as well as through education and training. RPL takes into account a person's skills and experiences, no matter where these were learnt. RPL is valuing your developed knowledge and skills towards gaining credit in a training program of study such as towards your next level of Korfball Referee.

(b) RPL Principles

The process of RPL must be quality controlled and delivered by personnel with experience in referee education. These personnel are responsible for ensuring that:

- Procedures are fair and equitable
- Measures are valid and reliable

(c) How can learning be recognised?

Each training program contains a set of learning outcomes and associated performance criteria that must be achieved before a participant will be deemed competent. In broad terms, the process of RPL involves matching what participants already know and can currently do with the learning outcomes of the module/unit.

In this way, RPL enables participants to focus on developing skills and knowledge in new areas, rather than re-learning what they already know and can do.

(d) Who can apply?

A person can apply for RPL if they think their prior learning and experience mean they can provide evidence to show that they are already competent in the learning outcomes of the relevant training program.

(e) How do you show evidence of competencies gained via prior learning?

There are many ways that a person can show evidence of their current competencies. RPL can only be granted on current evidence, that is, work that has been completed within the last three years and competencies that they are currently able to demonstrate.

Evidence that is more than 3 years old should be made known (e.g. of a referee returning to the game after some years) and provision may be made for a modified program to more quickly meet the competency expectations.

Following are a few examples of the ways evidence can be provided. The person will need to include a variety of these in their application form.

(f) Education and Training

- Formal, accredited and informal training
- Copies of certificates, qualifications achieved from other training programs, school or tertiary results.
- Statements outlining training programs and/or study that they have undertaken and the learning outcomes/competencies achieved from these.

(g) Refereeing Related Experience

- Resume of refereeing experience and positions held, which may include reports from people within the sport including game assessments of the referee.
- Copies of any statements, references or articles about the referee's employment or community involvement.
- Relevant refereeing samples, e.g., copies of training programs, videos of refereeing tools, which the referee has developed and implemented.
- Reports on opportunities undertaken, which could include evaluations from training programs conducted.

(h) Life Experience

- Overview of sport and recreation involvement.
- Relevant work or other experiences.
- Evidence of home/self-directed study which may include a list of recent readings, synopsis of seminars attended and reports of research or analysis undertaken.

The above are only examples. The person should provide all the documentation that they can which clearly shows evidence of the competencies they hold. They may also be required to demonstrate their expertise by written or practical demonstration.

(i) RPL Assessment

RPL needs to be assessed by an independent a person or group with knowledge of the standards required for the course or activity being applied for. Korfball Australia has therefore set up the following:

- The National Technical Coordinator will set up a Panel of 3 appropriately experienced people with at least one years experienced at the particular level applied for as the RPL assessors for all Korfball Australia courses.
- The RPL assessment can only be carried out when the applicant provides evidence of the relevant competencies that they believe they hold. This is achieved through completing the RPL application form and forwarding this with the required fees to the National Technical Coordinator or designated receiver.

- The following process outlines the steps for a person applying for RPL:

Step 1 – Request

Applicants who consider applying for RPL will contact the National Technical Coordinator who will provide a brief explanation about the RPL process and advice to the applicant. An RPL application form will then be forwarded to the applicant.

Step 2 –Application

- Applicants will utilise the information contained within the RPL application form to conduct a self-assessment against the training program learning outcomes.
- Applicants will need to consider if and how they have achieved each learning outcome and if they can satisfy the performance criteria by submitting valid, sufficient, authentic and current evidence.
- Applicants will need to gather all relevant supporting documentation and complete the RPL application form with honest, clear, complete and concise information.
- The completed application form with supporting documentation will then be forwarded the National Technical Coordinator

Step 3 – Assessment

- The National Technical Coordinator will check that the evidence submitted conforms to the following RPL principles:

Validity (is the evidence relevant?)

Sufficiency (is there enough evidence?)

Authenticity (is the evidence a true reflection of the candidate?)

Currency (is the evidence recent; was a qualification obtained within the last three years? If not can the person demonstrate the required competencies now or after a short suitably modified program?)

- In the event of partial completion of the learning outcomes, the National Technical Coordinator will outline which performance criteria still need to be achieved, and preferably what evidence is still required.
- Options Include:
 - Supply further supporting documentation.
 - Complete certain assessment activities.
 - Complete parts of a training program.
 - Work with a mentor to obtain the required competencies.
- The National Technical Coordinator will complete and return assessors' report with recommendations.
- The National Technical Coordinator will keep records of all RPL applications for four years.

Step 4 – Notification

- The National Technical Coordinator will notify the applicant of the decision within two months of receiving the application, including reasons for not approving.
- Successful applicants for RPL will receive confirmation documentation.

An Appeal against an RPL decision

- The applicant has the right to appeal the National Technical Coordinator's decision, if they believe the decision is unfair, unjust or the information has been misinterpreted the evidence.
- In the case of an appeal, an assessment panel will be established that will consist of the following personnel:

National Technical Coordinator (or original RPL assessor)

An independent qualified assessor.

- This assessment panel will review all material available and make an appropriate response response/recommendation.
- The decision of the RPL review assessment panel will be final.
- The participant may also be required to demonstrate their expertise in a particular area by written or practical demonstration. No credit will be given unless competence in that area can be demonstrated.
- All remaining units will be required to be successfully completed before accreditation can be granted

2.5 Records

Korfball Australia and all State/Territory Member Organisations are required to keep a professional development list of the referee's name, address, phone number, email address, level of accreditation and expiry date. These records will be provided to the ASC to be kept on their database for national accreditation purposes. All records will be maintained in accord with privacy principles.

2.6 Time frame for completion

Participants must complete all assessment tasks related to the course within the time limits outlined below, otherwise no accreditation will be granted. However, an extension of up to 12 months may be granted for the activity which determines the referee's requirement to referee games to a particular standard at a particular level.

Course Completion Time

Level	Time from commencement date
2	18 months

If participants do not complete the tasks within the required time frame and wish to attain accreditation, the entire course will have to be completed again. This may result in additional

course fees to be paid by the participant. An appeal against this can be made through the Disputes Resolution Panel as in 2.4 above.

2.7 Professional development

It is for the purpose of maintaining and improving standards. In korfbal it means maintaining our knowledge and skills, recognising changes in our sport and making appropriate adaptations in our refereeing activities.

Course Accreditation Requirements

Level	Professional development
2	<ul style="list-style-type: none">• Achieve 70 hours of professional development activity over a three-year periodor.• Complete another Level 2 Refereeing Course within three years

(a) Accreditation Activities

These are outlined in Appendix 1 Activities to maintain accreditation

(b) Re-accreditation

- Applications for re-accreditation should be made to the Refereeing Director within each State/Territory and/or National Technical Coordinator prior to the accreditation expiry date.
- Applications for re-accreditation must be accompanied by a completed log-book and re-accreditation payment if required.
- Applications for re-accreditation will be accepted for up to 12 months following the expiry date the accreditation.
- Once an accreditation has expired for a period greater than 12 months, re-accreditation cannot occur via the professional development system.

5.1 Level 2 Course Competency Statements

At the conclusion of Level 2 a referee should be able to:

- 2.1 Identify the roles and responsibilities of the referee
- 2.2 Understand the refereeing implications of the Korfbal Australia Codes of Behaviour /Policy statements
- 2.3 Have up to date knowledge of the Rules of Korfbal and Signals and refereeing implications.
- 2.4 Utilise effective communication techniques to develop player understanding of

referee's decisions during a game.

- 2.5 Understand the implications for referees of players at different stages of development and for gender equity.
- 2.6 Identify and implement good refereeing practices to reduce risk
- 2.7 Implement minor incident-management procedures
- 2.9 Have effective methods of dealing with conflict situations
- 2.10 Competently direct games as referee or assistant referee at A Grade level* according to specified criteria for Level 2.
- 2.11 Utilise an appropriate self-reflection method to evaluate and improve the quality of refereeing management and communication
- 2.12 Understand referee education pathways and professional development requirements and opportunities

Level 2 Assessment

(a) Professional development

All participants will have been expected to have completed the proportional professional development activities for maintenance of Level 1 accreditation for the number of months/years since they were last accredited (e.g. if after two years since last accreditation then approximately 66% or two thirds of activities points requirements.) No rules examination or worksheets are required for accreditation at Level 2. Accreditation relates to higher level competition performance in both refereeing and personal management.

(b) Practical Refereeing Task

The practical refereeing tasks are aimed at assessing the participant's practical refereeing ability. The refereeing task requires practical demonstration of korfball specific refereeing skills in competitive game situations at up to and including National A grade standards. Assessment of competency must be demonstrated over at least 4 games with written assessment recorded on the Referee Practical Assessment Form Level 2 (See Appendix 2) by appropriately qualified people appointed by the Course Assessor. The refereeing task is used as both a learning and assessment tool. This must include 2 games assessed as an Assistant referee at A Grade level.

- The Referee Practical Assessment Form Level 2 is provided on which assessors should check the skills/competencies that the referee must demonstrate. To successfully attain the Level 2 Course Accreditation the participant must be rated competent on all aspects of the performance criteria outlined in the Assessment Form.
- If after 8 games the participant is not considered competent the participant shall have the right to be reassessed again after 3 more assessed games and repeated as

necessary. The candidate will have the right to request at least one different assessor after two assessments.

(c) Assessor Protocol

- Two (2) assessors are required for a Level 2 Referee Accreditation assessment.
- Both assessors must be independent of the candidate (i.e. may not be the candidate's mentor or referee at the same club)
- Both assessors must agree that the candidate meets all competencies for the accreditation to be awarded.
- All key competencies listed on the assessment sheet must be met to be deemed competent.

Other appropriate people may be involved in assessing candidates in the 8 games leading to final assessment.

(d) Assessment Arrangements

All assessment activities will take place as part of the Level 2 Course. All resources will be provided as part of the course.



Korfball Australia Level 2 Referee Course Participants EVALUATION FORM

Course Date; Association/venue;

Please rate by a tick in the right hand columns.

Content	Very usefull	usefull	Not very usefull
Self- management – comments and support was given.			
Managing the competitive environment- comments and support was given.			
People Management- comments and support was given.			

Resources	Very usefull	usefull	Not very usefull
KA Referee Level 2 Manual			
Other resources e.g. Mentor			

Presenter/assessors	Above average	average	Below average
Well prepared and organised to assess aspects of my refereeing.			
The feedback I received was supportive and helpful.			
Mentor support was appropriate, supportive and helpful.			

General Feedback

KA REFEREE LEVEL 2 PROFESSIONAL DEVELOPMENT CRITERIA

Points to be completed: 70 (Minimum practical component: 30 hours) 1 point = 1 hour or as designated in special circumstances

Choose from these activities (only Practical refereeing is compulsory)	Time Commitment Maximum Points that can be claimed for each activity
Practical refereeing (minimum 30 hours) with at least 20% per annum observed/assessed and recorded by assessors	40
Attend an accredited First Aid Course	3
National/State/Regional association approved refereeing workshops/meetings	15
Mentoring Level 1 referees with records kept	9
Attain Korfball Australia Presenter, Assessor or Mentor Accreditation	9
Referee related course / workshop / seminar conducted by recognised body (eg, State Department Sport & Recreation)	5
Formal referee organisation duties (e.g. State director of referees or League)	12



REFEREE Practical Assessment Form LEVEL 2

Practical demonstration of refereeing skills is required in game situations at up to and including **A Grade** level. The assessments should be for at least half a game duration initially building up to full game for final assessment. This form should also be used, where appropriately for assessing the referee as an Assistant Referee (Line Referee) with additional focus of communication with the senior referee for the game.

Name of Referee

Game:

Performance Criteria	Comment	Competent	Needs more practise
Bearing			
• Clothing, pre-match preparation,			
• Communication; use of signals, use of whistle			
• authority			
Awarding and handling			
• conduct and misconduct			
• time outs and substitutions			
• free pass; re-start; penalties			
recognising			
• state of play			
• defended shots			
• unfair contact			
• running			
• cutting			
Control of contact			
• Accuracy; strictness, dangerous play			
• Correct use of "advantage"			
• Prevention of escalation			
• Awarding penalties			
positioning			
• Closeness to play			
• Positioning adjusted to the needs of the game			
• Speed of movement around court			
Additional points to consider if as Assistant/Line referee			
• Clarity of signals with referee			
•			
•			
Reflection			
• Reflection on own performance			
• Reflection on performance from assessor's comments			
Assessor additional comments			
Referee comments			
Assessor		Date	