



Accreditation and Reaccreditation Program – ACA Referees and Umpires

Effective July 2013

AUSTRALIAN CROQUET ASSOCIATION

ACCREDITATION AND REACCREDITATION PROGRAM – ACA Referees and Umpires

CONTENTS

Acronyms Appearing in the Document	3
Details of the National Sports Organisation (NSO)	3
Section 1: Accreditation Program General Information and Administration	4
1.1 Name of Program and Framework Structure	4
1.2 Pre-accreditation Training Program	5
1.3 Separate Officiating General Principles	5
1.4 Accreditation Program Fees	6
1.5 Entry Pre-Requisites	6
1.6 Venue and Equipment Requirements	6
1.7 Insurance	7
1.8 Officials' Code of Behaviour	7
1.9 Updating Policy	7
1.10 Other NSO Requirements for Accreditation/Reaccreditation	8
Section 2: Quality Assurance	9
2.1 Complaints Handling Procedure	9
2.2 Presenter and Assessor Qualifications and Training	9
2.3 Design and Review Responsibility	10
2.4 Accreditation Program Evaluation and Review Process	10
Section 3: Accreditation Program Delivery	11
3.1 Recognition of Prior Learning/Current Competence	11
3.2 Flexible Delivery	11
3.3 Implementation Strategy	12
Section 4: Accreditation Program Description	13
4.1 Competency Statements	13
4.2 Assessment	14
4.3 Officiating Practice	16
4.4 Accreditation Program Overview	16
4.5 Technical Knowledge of the <i>Laws of Association Croquet</i>	16
4.6 Technical Knowledge of the <i>WCF Rules of Golf Croquet</i>	17
APPENDIX 1: Organisational Chart	19
APPENDIX 2: ACA Officials' Code of Behaviour	21
APPENDIX 3: Code of Behaviour Agreement Form	22
APPENDIX 4A: Updating Reaccreditation Policy	23
APPENDIX 4B: Accreditation/Reaccreditation Assessment Form	24
APPENDIX 5: Assessment Tool for ACA Officiating Accreditation	25, 26
APPENDIX 6: Evaluation Questionnaire	27, 28
APPENDIX 7: Notes, Comments and Suggestions	29

Acronyms Appearing in the Document

AC	Association Croquet
ACA	Australian Croquet Association Inc.
ACR	Association Croquet Referee
ACU	Association Croquet Umpire
ASC	Australian Sports Commission
GC	Golf Croquet
GCR	Golf Croquet Referee
NDRAC	National Refereeing Director Association Croquet
NDRGC	National Refereeing Director Golf Croquet
NDR	National Director Refereeing
NOAS	National Officiating Accreditation Scheme
NSO	National Sports Organisation
NTP	National Technical Panel
ORLC	Official Rulings on the Laws of Croquet
SDR	State Director of Refereeing
WCF	World Croquet Federation
Laws/Rules means -	
<i>Laws of Association Croquet</i> means the Sixth Edition Amended 2008	
and	
<i>WCF Golf Croquet Rules</i> means the 2007 Edition (reprinted 2012)	

Details of the National Sports Organisation (NSO)

Name of Organisation	Australian Croquet Association Inc
ABN	90 330 745 920
Contact	Administrative Officer admin@croquet-australia.com.au
	PO BOX 254 DICKSON ACT 2602 02.6257 0880 0400 385 687

Section 1: Accreditation Program General Information and Administration

1.1 Name of Program and Framework Structure.

Accreditation and Reaccreditation Program – ACA Referees and Umpires

1.1.1. Organisational Structure: (Refer Appendix 1.)

Australian Croquet Association Inc. (ACA) is a full member of the World Croquet Federation (WCF) and has representation on the International Laws Committee for Association Croquet and the WCF Golf Croquet Rules Committee.

1.1.2 Framework Structure:

- 1.1.2.1 The program will be under the control of the National Directors of Refereeing (NDR) for Association Croquet (AC) and Golf Croquet (GC) and State Directors of Refereeing (SDR). It will be conducted by experienced croquet referees, players and officials who will act as presenters, examiners/assessors
- 1.1.2.2 Candidates will be instructed in communication skills, people management and how to cope with difficult situations on court.
- 1.1.2.3 Instruction will also be given in managing appeals against decisions made by players against other referees.
- 1.1.2.4 Candidates will undergo instruction and subsequently examination in practical techniques of refereeing and the Laws/Rules and Rulings on the Laws/Rules of either Association or Golf Croquet.
- 1.1.2.5 Upon passing the initial assessment candidates will become ACA Accredited AC Referees/Umpires or Accredited GC Referees and will require the Accreditation to be eligible to officiate at events for a period of 4 years only.
- 1.1.2.6 To remain eligible to continue officiating ACA officials will be required to meet Reaccreditation criteria as described in Section 1.10 (Updating Policy). Reaccreditation will be required every 4 years

1.1.3 Officiating Level:

ACA Referees and Umpires will not be graded according to a system of levels. Instead there will be a National Refereeing Director Association Croquet (NDRAC) and a National Refereeing Director Golf Croquet (NDRGC). SDRs of AC, GC or both depending on each State's requirements

Active list officials:

Initially accredited officials

- Requires reaccreditation after 4 years

Reaccredited officials

- Requires reaccreditation every 4 years

Inactive list officials:

Officials who do not seek reaccreditation

- If reaccreditation is not sought after 4 years it may be sought at a later time, whereupon the official will be transferred to the active list.

1.2 Pre-accreditation Training Program:

The end aim is for all candidates to be successfully accredited. With this in mind it is desirable there be a national training model which the states are requested to follow, subject to modification because of problems such as candidates living in remote areas. A national training program would mean

there would be minimal disruption to a candidate's training should the candidate move interstate.

The NDR of the respective discipline is to be responsible for periodically drafting/redrafting the Pre-accreditation Training program.

1.3 Separate Officiating General Principles

A pre-requisite for all candidates entering the ACA's Referees or Umpires Accreditation Program is the successful completion of the ASC ***Introductory Level Officiating General Principles Course***.

This pre-requisite is to ensure that all participants have been exposed to instruction in effective communication skills and an adequate knowledge of legal and risk management matters, all of which are considered by ACA to be a priority when officiating.

This pre-requisite course can be taken online via the ASC web site (<https://learning.ausport.gov.au/>) or by contacting the various State or Territory Department of Sports. The online course is free of charge. There may be a fee charged for face-to-face courses.

1.4 Accreditation Program Fees

While there will be no fees charged by ACA for badges and materials it supplies, States may set their own fees to cover, or assist in covering, costs associated with Program implementation, such as travel costs for Presenters and Examining Referees.

No fee will be charged for Reaccreditation.

1.5 Entry Pre-Requisites

1.5.1 Association Croquet Referee Accreditation Candidates:

- 1.5.1.1 To have successfully completed the ASC *Introductory Level Officiating General Principles Course*.
- 1.5.1.2 Must be 16 years of age or older.
- 1.5.1.3 Must be an ACA registered player with a valid ACA ID.
- 1.5.1.4 To have a minimum of 1 year's experience playing Association Croquet.
- 1.5.1.5 Must hold a valid AC handicap.

1.5.2 Golf Croquet Referee Accreditation Candidates:

- 1.5.2.1 To have successfully completed the ASC *Introductory Level Officiating General Principles Course*.
- 1.5.2.2 Must be 16 years of age or older.
- 1.5.2.3 Must be an ACA registered player with a valid ACA ID.
- 1.5.2.4 To have a minimum of 1 year's experience playing Golf Croquet.
- 1.5.2.5 Must hold a valid GC handicap.

1.6 Venue and Equipment Requirements

Venues where accreditation training and examining take place are requested to provide:

1.6.1 For Association Croquet-

- 1.6.1.1 A full size croquet court.

- 1.6.1.2 Adequate court setting equipment and accessories as described in *The Laws of Association Croquet*
- 1.6.1.3 First and second coloured croquet balls.
- 1.6.1.4 A suitable area for off court training and examining.
- 1.6.1.5 Black or white board with coloured chalks or coloured pens.
- 1.6.1.6 Suitable seating and tables for presenters and attendees.
- 1.6.1.7 A copy of *The Laws of Association Croquet*.
- 1.6.1.8 A copy of the ORLC.
- 1.6.1.9 A copy the Australian Tournament Regulations

1.6.2 For Golf Croquet-

- 1.6.2.1 A full size court.
- 1.6.2.1 Adequate court setting equipment and accessories as described in the *WCF Golf Croquet Rules*.
- 1.6.2.2 First and second coloured croquet balls.
- 1.6.2.3 A suitable area for off court training and examining.
- 1.6.2.4 Black or white board with coloured chalks or coloured pens.
- 1.6.2.5 Suitable seating and tables for presenters and attendees.
- 1.6.2.6 A copy of *WCF Golf Croquet Rules*.
- 1.6.2.7 A copy of the Official Rulings on the *WCF Rules for Golf Croquet*.

1.7 Insurance

Croquet Australia's Insurance Program negotiated annually by ACA covers presenters, officials, volunteers and attendees at training and refresher sessions for insurance purposes.

1.8 Officials' Code of Behaviour

ACA endorses the NOAS Code of Behaviour. Officials are required to read and sign a Code of Behaviour Agreement Form prior to commencement in any capacity as a presenter, assessor, mentor or examiner of the Accreditation and Reaccreditation Program.

Appendix 2: ACA's Officials' Code of Behaviour and Appendix 3: Code of Behaviour (Individual Agreement Form)

1.9 Updating Policy

Following initial accreditation, periodic 4-yearly reaccreditation of referees and umpires will be required for them to remain eligible to officiate at ACA controlled events.

To be reaccredited during each 4-year period following initial accreditation all referees and umpires are to be re-assessed for competency regarding their on-court practical performance and knowledge of the current Laws/Rules and Official rulings on Laws/Rules.

During this 4-year period, in order to be reaccredited, referees and umpires are required to furnish evidence of their officiating activities by completing a Referee Activity Record – Golf Croquet and/or Association Croquet Referee/Umpire Activity Record recording evidence of activities such as:

- 1.9.1 Officiating at WCF events, ACA events, and State Association, Regional and Club events.
- 1.9.2 Conducting at least one referee/umpire refresher course, during each 2-year period prior to reaccreditation.
- 1.9.3 Attending at least one referee/ umpire refresher course on Lawn Craft, during each 2-year period prior to reaccreditation.

- 1.9.4 Attending at least one referee/umpire refresher course demonstrating the current Laws/Rules and Official Rulings on the Laws/Rules during each 2-year period prior to reaccreditation.

During this 4-year period referees and umpires will also have their overall on-court performance and behaviour assessed by the Tournament Referee at the venues where they officiated. The results of this assessment are to be given to the referee or umpire concerned and copies forwarded to the respective SDR and NDR of the discipline concerned. (Refer Appendix 4B. Accreditation/Reaccreditation Assessment Form).

At the request of the referee or umpire concerned the SDR is expected to be available to discuss, on a one-to-one basis, the result of that assessment.

Referees and umpires are to be encouraged to keep a personal record, in the form of an on-going 'Self-assessment' log book, regarding their performances when officiating and when conducting or attending training programs, with particular reference to how their performance could be improved. (This is also mentioned in the **Competency Statement** Section 4.1)

1.10 Other NSO Requirements for Accreditation/Reaccreditation

There are no other requirements for Referee or Umpire Accreditation or Reaccreditation.

Section 2: Quality Assurance

2.1 Complaints Handling Procedure

Candidates may submit grievances, about the Accreditation/Reaccreditation process or against individual presenters, assessors or examiners, in writing to their respective SDR. Any submission is to be delivered within 14 days of the examination or assessment. The grievance or complaint is to be dealt with by a Complaints Committee consisting of the State Director and the SDR of the discipline concerned plus one member of the State Association's governing body.

The Complaints Committee is to inform the complainant of its decision within 30 days of the SDR's receipt of the complaint.

If necessary the NDR of the relevant discipline is to convene the National Technical Panel (NTP) of that discipline to investigate any appeal against the decision of a States Complaint Committee decision.

2.2 Presenter and Assessor Qualifications and Training

2.2.1 Presenter Qualification:

The presenter must be a qualified and experienced referee in the relevant discipline, hold the ASC, *Introductory Level Officiating General Principals* course qualification and be approved by the respective NDR or SDR. The presenters are required to have experience in course/seminar/workshop presentation and to possess good communication and delivery skills. For someone conducting his or her first presentation he/she is to have completed an approved course presentation seminar or the equivalent. Presenters may from time to time call upon the services of experienced accredited referees, as approved by the NDRAC, NDRGC or relevant SDR, to assist in training sessions.

2.2.3 Presenter Training:

ACA and State Associations are to arrange training and refresher workshops for presenters. These workshops will cover any changes to Laws/Rules, Regulations, and Official Ruling on the Laws/Rules, on-court refereeing techniques and course presenting skills as they apply to the particular workshop discipline.

2.2.3 Assessor Qualifications:

Assessing referees in each discipline are to be appointed by each State Association on the recommendation of the SDR. Examiners are to be currently accredited referees who are well experienced in refereeing their particular discipline at State level and National levels and hold the ASC, *Introductory Level Officiating General Principles* course qualification.

From time to time the competency of examiners is to be assessed by their respective SDR, in conjunction with the NDR of the particular discipline. Each State Association is to maintain a Register of Approved presenters and examiners.

2.2.4 Assessor Training:

ACA and State Associations are to conduct workshops for examiners at least once in every 4 years. These workshops are to include sessions on Laws/Rules and Regulations, any changes to the Laws/Rules and Regulations, Official Rulings on the Laws/Rules, on-court techniques and skills and examiner skills as they pertain to each discipline.

Examiners are to attend or conduct at least one refresher workshop for examiners every 4 years or earlier if required by the NDRAC or NDRGC or by the examiner's respective SDR.

2.3 Design and Review Responsibility

The NTP as appointed by the NDRAC or NDRGC, will be responsible for the design and review processes of the various training courses.

- 2.3.1 Membership of the National Technical Panel for Association Croquet shall be
NDR AC.
Two SDRs.
One Examining Referee AC.

- 2.3.2 Membership of the National Technical Panel for Golf Croquet shall be-
NDR GC.
One SDR.
One Examining Referee GC.

?? Deleted as per Tony Hall One Member of the ACA Executive from NTPGC – now the GC panel only has three members and the NTP AC has four – increase GC to two SDR's

Although only one SDR is a member of the GC panel and two SDRs are members of the AC panel all other SDRs should be invited to make appropriate submissions for the Panel's consideration.

2.4 Accreditation Program Evaluation and Review Process

As a means of quality assurance in training programs the following will be used:

- 2.4.1 Ongoing presenter and examiner training as described in Section 2.2.
- 2.4.2 Evaluation of course presenters by use of the course participants evaluation forms (Appendix 4)
- 2.4.3 Regular informal discussion between course presenters
- 2.4.4 Statistical analysis on the number of new referees, umpires and Reaccreditations in each discipline
- 2.4.5 Statistical analysis of the events at which each referee or umpire officiated over each 4 year period.
- 2.4.6 Feedback from presenters, examiners and candidates.

The NTPs for AC and GC are to undertake periodic reviews of the results of the Evaluation and Review Process and make any alterations to the Accreditation/Reaccreditation Program they deem necessary.

Section 3: Accreditation Program Delivery

3.1 Recognition of Prior Learning/Current Competence

There will be no Honorary Accreditation/Reaccreditation.

ACA Officials will achieve Reaccreditation by meeting the criteria outlined in Section 1.10.

Candidates may be granted credits or exemptions toward their initial Accreditation under certain conditions listed below.

Candidates seeking exemptions are to submit their request for any exemption in writing to the respective NDR for consideration.

Course Component	Requirement for granting of credit or exemptions
Technical knowledge of Laws/Rules	Equivalent levels of overseas competence as recognised by an acceptable National Association.
General principles	Successful completion, in the preceding 4 years, of the Introductory Level Officiating General Principles Course
Practical on court techniques	Equivalent levels of overseas competence as recognised by an acceptable National Association

3.2 Flexible Delivery

The Accreditation Program will be delivered by way of workshops, seminars and possibly formal presentations. These sessions will be organised at times suitable to the candidates. They will however be dependent upon the availability of presenters and venues. With exception of the practical (on court) elements candidates living in remote areas and those who cannot attend the arranged sessions will be able to complete parts of the course by correspondence.

Examining referees and currently accredited referees will be available to assist candidates as necessary.

Examinations may be oral, written or a combination. The use of video to demonstrate practical skills will be permitted where appropriate, e.g. remote area candidates.

3.3 Implementation Strategy

Under the direction of the NDR AC or NDR GC the SDR of each State Association will be required to arrange the training of presenters and examiners to conduct the Program in their respective States. Each State Association will be responsible for overseeing the Quality Assurance of the Program being conducted in its State.

A correspondence course, for the non-practical element of the program, will be made available for candidates living in remote locations.

ACA will develop worksheets and guidance notes for presenters and examiners to assist them with the introduction and implementation of the Program.

The content of the training program, across all states and territories is to be in accordance with the National Training Program (Refer Section 1.2: Pre-accreditation Training Program).

Section 4: Accreditation Program Description

4.1 Competency Statements

These statements are to apply to all candidates undertaking ACA Referees and Umpires Examinations.

Competence in the following areas must be displayed:

4.1.1 Communication Skills:

Candidates will be required to display good interpersonal communication skills when dealing with players and other officials as well as displaying the confidence needed to calmly take control of tense situations.

4.1.2 Decision-making:

Candidates will be required to show they are able to make effective, decisive, impartial and accurate decisions, consistently, promptly and must maintain the strength of their convictions at all times.

If a decision is appealed they are to allow the appeal to proceed in an orderly manner without objection or interference on their part.

4.1.3 Health and safety issues:

ACA accredited Referees and Umpires will be required to capably identify potential risk and safety hazards and implement appropriate action to prevent any injury or illness to players, spectators and other officials. In particular the officials should advise the Tournament Manager of any concerns they have regarding adverse weather conditions that may be hazardous to players. All states have an Adverse Weather Policy, which varies from state to state because of geographical and seasonal meteorological differences.

Other potential health and safety issues are related to protective ball-barriers surrounding and separating courts, adequate court-side drinking water, weather shelter areas, and the availability of solar protective creams, insect repellents etc.

4.1.4 Legal Principles and Responsibilities:

ACA accredited Referees and Umpires are to be aware at all times of their legal and risk management responsibilities when officiating.

These aspects are addressed elsewhere and officials are to ensure they are fully conversant with them.

4.1.5 Behaviour/Ethics:

ACA accredited Referees and Umpires are required to conduct themselves in accordance with the ACA Code of Ethics for Referees and Umpires and the Code of Ethics for Officials as prepared by ASC.

ACA Accredited/Reaccredited Referees and Umpires are required to conduct themselves in accordance with the ACA's Officials' Code of Behaviour.

What is the Code of Ethics for Officials as prepared by ASC?? This is not contained in this document

4.2 Assessment. (Refer to Appendix 5 - Assessment Tool).

4.2.1 Accreditation Process Sequence – Association Croquet

Step One ASC Introductory Level Officiating General Principles Course.
Step Two Part A The Home Open Book Exam.

- Step Three Part B Croquet Australia Umpire Exam.
(This is the practical component of the ACR Assessment and end of the ACU Assessment.)
- Step Four Part C Croquet Australia ACR Verbal Exam
End of ACR assessment process.

N.B. Successful completion of Part B is mandatory before the candidate may attempt Part C.

4.2.2 Accreditation Process Sequence – Golf Croquet

- Step One ASC Introductory Level Officiating General Principles Course.
- Step Two Part 1 Golf Croquet. Referees Open Book-Home Exam.
- Step Three Part 2 An Assessment of the Practical Techniques of GC Refereeing.
- Step Four Part 3 An Assessment of the Knowledge and Understanding of the Rules of Golf Croquet.
End of GCR Assessment Process.

N.B. Part 2 is a practical assessment conducted on court and must be satisfactorily completed before the candidate can attempt Part 3. Part 3 is an oral examination devoted solely to the Rules of GC.

Copies of the appropriate documents relating to the assessments are available from SDRs

The assessment of candidates will be undertaken by an examining referee appointed by the SDR and confirmed by the NDR and consist of two parts:

- Part (a) Practical techniques on court:
This will be a one-on-one assessment of the candidate's ability in on-court practical techniques, such as ball marking and replacement after a fault or error, wiring issues (AC only), fault and error detection and management, where the candidate positions himself/herself in order to be in the best position to make an accurate assessment of a stroke or other situation.

The candidate will not only be required to detect faults and errors but will also be required to give the reason why a fault/error was called.

The candidate will be required to display to the examiner he/she is competent enough to pass this section.

- Part (b) Assessment of knowledge of Laws/Rules and Regulations:

This section of the assessment **may** only be taken upon the candidate successfully passing the practical techniques section.

This will generally be an oral assessment of the candidate's knowledge and application of the Laws/Rules and Official Rulings as they apply to AC or GC.

It will be conducted as a one-on-one assessment, but may be taken as a written examination at the request of the candidate.

Any written examination will be performed in the presence of an examiner.

If the candidate fails this assessment he/she will be able to immediately resit the assessment with a different examiner. If the candidate passes at the second attempt a pass will be granted.

That is, it will require only one examiner to grant a pass but will require two examiners to fail the candidate.

During this section if the candidate is having difficulty with any question he/she is allowed to discuss the Laws/Rules with the examiner and to request the examiner to reword a question or ask the examiner what point the examiner is actually looking for.

At the examiner's discretion the candidate may be allowed to refer, from time to time, to the Laws/Rule book during the examination.

This section does not need to be conducted on court. However either the candidate or the examiner may, at times, prefer to have a scenario regarding a Law/Rule acted out on the court.

The candidate is allowed to take the assessment as many times as he/she desires in order to achieve Accreditation.

The time and venue for assessments are to be mutually arranged between the candidate and the Examining Referee.

4.3 Officiating Practice

The ACA does not require candidates to complete any formal refereeing as a pre-requisite for Accreditation. However during the training period the candidate is expected to have officiated at least at club or regional level under the supervision of a tutor referee. This will be part of the National Pre-accreditation training Program (Refer Section 1.2).

Once accredited referees and umpires are expected to continue officiating at club and regional level, steadily progressing to state, interstate and national levels.

The Officiating Practice Requirements for Reaccreditation are set down in Section 1.9

4.4 Accreditation Program Overview

Successful completion of the ASC *Introductory Level Officiating General Principles Course* is mandatory.

Depending which discipline applies there is one compulsory module in the Accreditation process viz:.

Technical Knowledge of the Laws of Association Croquet.

or

Technical Knowledge of the WCF Rules of Golf Croquet.

Depending which discipline applies there is one compulsory module in the Accreditation process; the technical knowledge of Laws/Rules

4.5 Technical Knowledge of the *Laws of Association Croquet*

4.5.1 Learning Outcomes:

- 4.5.1.1 Application of the *Laws of Association Croquet* in order to consistently make accurate decisions on matters of fact in games.
- 4.5.1.2 Ability to resolve disputes of limited complexity between players and/or referees on matters of fact and rulings on Laws given by another referee during a match/game of AC.
- 4.5.1.3 Such abilities will require satisfactory skills in interpersonal communication together with a satisfactory knowledge of pertinent health, safety, legal and behavioural matters.
- 4.5.1.4 The candidate is encouraged to keep a log of what went well and what went poorly. This will allow a review of his/her weaknesses and accordingly should lead to overall improvement.
- 4.5.1.5 Self-assessment, plus input from the assessors, if acted on correctly should lead to the candidates making some changes to their performance and thereby an improvement in the competency of communication skills, decision making and understanding of health, safety, legal and behavioural issues.

4.5.2 Resource material:

- 4.5.2.1 The *Laws of Association Croquet* and Regulations of AC.
- 4.5.2.2 The *Australian Tournament Regulations*
- 4.5.2.3 The Official Rulings of the Laws of Croquet (ORLC).
- 4.5.2.4 Demonstration, by presenters, of on-court techniques.
- 4.5.2.5 The ACA AC Referees Manual and Tutorials.
- 4.5.2.6 The ACA AC Umpire and Referee Examination papers.
- 4.5.2.7 Other training materials at the discretion of individual presenters.

4.5.3 Delivery strategies:

- 4.5.3.1 Workshops, seminars and pre-exam preparation courses.
- 4.5.3.2 Correspondence courses for candidates living in remote areas.
- 4.5.3.3 Demonstrations by presenters of practical on court techniques and repeated practise of these techniques by the candidate under the supervision of a presenter.

4.6 Technical Knowledge of the *WCF Rules of Golf Croquet*

1.1.1 Learning outcomes:

- 1.1.1.1 The application of the *WCF Golf Croquet Rules* in order to consistently make accurate decisions of matter of fact in games.
- 1.1.1.2 The ability to resolve disputes between players and/or referees on matters of fact and rulings on the Rules, given by another referee, during a match/game of GC.
- 1.1.1.3 Such abilities will require skills in interpersonal communication together with a satisfactory knowledge pertinent health/safety, legal and behavioural matters.
- 1.1.1.4 The candidate is encouraged to keep a log of what went well and what went poorly. This will allow a review of his/her weaknesses and accordingly should lead to overall improvement.
- 1.1.1.5 Self-assessment, plus input from the assessors, if acted on correctly should lead to the candidates making some changes to their

performance and thereby an improvement in the competency of communication skills, decision making and understanding health, safety, legal and behavioural issues.

4.6.2 Resource material:

- 4.6.2.1 The *WCF Rules of Golf Croquet*.
- 4.6.2.2 The Official Rulings on the WCF Rules of Golf Croquet.
- 4.6.2.3 The WCF Regulations for GC (Contained in the WCF Golf Rules book).
- 4.6.2.4 The *Australian Tournament Regulations*
- 4.6.2.5 The ACA GC Referees Manual.
- 4.6.2.6 The GC Referees' Open Book Home Examination.
- 4.6.2.7 The ACA GC Referee Examination papers.
- 4.6.2.8 Other teaching material at the discretion of individual presenters.

4.6.3 Delivery strategies:

- 4.6.3.1 Workshops, seminars and pre-examination courses.
- 4.6.3.2 Correspondence courses for candidates living in remote areas.
- 4.6.3.3 Demonstrations by presenters of on-court techniques and repeated practise of these techniques by the candidate under the supervision of the presenter.

Appendix 1: Organisational Chart
AUSTRALIAN CROQUET ASSOCIATION Inc

Patron

Her Excellency Ms Quentin Bryce AC CVO
Governor-General of the Commonwealth of Australia

Members

Croquet New South Wales (includes Australian Capital Territory
Croquet Queensland
Croquet South Australia
Croquet Tasmania
Croquet Victoria
Croquet West

Executive

President
Senior Vice President
Vice President
Immediate Past Present
Honorary Secretary
Treasurer

Administrative Officer

Committees

Tournament Committee
Laws Committee
Member Protection Officers
Association Croquet Selection Committee
Golf Croquet Selection Committee
Coaching Committee
Association Croquet Refereeing Committee**
Golf Croquet Refereeing Committee**
Events Committee

Appointed Officers

National Coaching Director Association Croquet
National Coaching Director Golf Croquet
Archivist
National Director Association Croquet Refereeing
National Director Golf Croquet Refereeing
Equipment Officer
Magazine Director
Editor and Subscription Manager
High Performance Manager
National Director of Gateball

Official Representative of the International Laws Committee
National Director of Schools Croquet
National Director Association Croquet
National Director Golf Croquet
Insurance Officer
National Handicapper
Official Representative on the WCF Golf Croquet Rules Committee
Assistant Treasurer

National Technical Panel Association Croquet
(Responsible for review of courses and Appeals)
National Director Association Croquet Refereeing
State Directors of Refereeing x2
Association Croquet Examining Referee

National Technical Panel Golf Croquet
(Responsible for review of courses and appeals)
National Director Golf Croquet Refereeing
State Director of Refereeing
Golf Croquet Examining Referee
Representative Executive

State Associations and Executives
State Directors of Association Croquet, Golf Croquet and Gateball
State Refereeing Committees

Appendix 2: ACA's Officials' Code of Behaviour

The duties of an ACA referee is to act as an impartial judge of sporting competition and this duty carries with it an obligation to perform with accuracy, consistency, objectivity and the highest sense of integrity.

In order to preserve and encourage confidence on the professionalism and integrity of officiating, officials must first display ethical behaviour.

- 1 Operate within the rules and spirit of your sport, promoting fair play over winning at any cost.
- 2 Encourage and support opportunities for people to learn appropriate behaviours and skills.
- 3 Support opportunities for participation in all aspects of the sport.
- 4 Treat each person as an individual.
- 5 Display control and courtesy to all involved with the sport.
- 6 Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
- 7 Respect decisions of officials, coaches and administrators in the conduct of the sport.
- 8 Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where power of imbalance will exist) with people under the age of 18 years.
- 9 Adopt appropriate and responsible behaviour in all interactions.
- 10 Adopt responsible behaviour in relation to alcohol and other drugs.
- 11 Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- 12 Ensure that your decisions and actions contribute to a harassment free environment.
- 13 Do not tolerate harmful or abusive behaviours.
- 14 Place the safety and welfare of the players above all else.
- 15 Be consistent and impartial when making decisions.
- 16 Address unsporting behaviour and promote respect for all people.

Note 1: All referees are expected to be registered with their State Authority responsible for the safety, welfare and care of young people. For example referees resident in Queensland should hold a valid "Blue Card", in Victoria "Working With young People Check".

Note 2: Until ACA produces its own Health, Safety and Adverse Weather Policies, the policies of the State in which an ACA event is held will apply.

Appendix 3: Code of Behaviour Agreement Form

ACA's Officials' Code of Behaviour Individual Agreement Form

for Accreditation or Reaccreditation to the National Officiating Accreditation Scheme (NOAS)

To: Australian Croquet Association Inc.

I _____
(Full Name)

of _____
(Address)

_____ State _____ P/Code _____

am seeking Accreditation/Re-accreditation (please circle) for the following Australian Sports Commission (ASC) qualification-

_____ (Capacity) _____ (Level) _____ (Sport)

agree to the following terms-

- 1 to abide by ACA's Officials' Code of Behaviour (see Appendix 2) and
2. I acknowledge that ACA may take disciplinary action against me if I breach the ACA's Officials' Code of Behaviour and understand that ACA is required to implement a complaints handling procedure in accordance with the principles of natural justice, in the event of an allegation against me.
1. I acknowledge that disciplinary action against me may include de-accreditation from the National Officiating Accreditation Scheme.

Please refer to the *Harassment-free Sport Guidelines* available from the Australian Sports Commission or contact the ACA's Administrative Officer if you require more information on harassment issues.

(Signature) _____ (if under 18, parent/guardian) ____/____/_____
(Date)

Note: The ACA's Officials' Code of Behaviour is listed in Appendix 2

Appendix 4 A: Updating Reaccreditation Policy

During the 4 year period following initial Accreditation or subsequent Reaccreditation the candidate is to show competency in the following topics:

- 1 Practical application of on-court tests, techniques and judgments as applicable to AC or GC.
- 2 The marking of balls in critical positions.
- 3 Adjudicating on faults and errors.
- 4 Where to stand when watching critical shots requiring special care due to the proximity of a hoop, the peg or other balls.
- 5 Knowledge of the Laws o/Rules and the Official Rulings on the Laws/Rules of the discipline involved.
- 6 Knowledge of the ethics and etiquette pertaining to croquet referees, umpires, players and officials.
- 7 Knowledge on health/safety, legal and behavioural issues as they relate to croquet and all those involved and how to manage any problem on these matters should any arise.

Competency in the above topics will be assessed by the NDR of the discipline concerned or the candidate's SDR or a person appointed by the NDR of the discipline concerned.

Assessment may also take into account the personal observations of the NDRs, SDR or Appointed Person of the candidate's on court performances.

Appendix 4 B: Accreditation/Reaccreditation Assessment Form

Candidate_____

Date_____

Venue_____

Examiner_____

The following 9 aspects will be judged on a rising scale of competence of 1 to 5.

- | | | | | | | |
|----|--|---|---|---|---|---|
| 1. | On court performance | 1 | 2 | 3 | 4 | 5 |
| 2. | On court judgements | 1 | 2 | 3 | 4 | 5 |
| 3. | Ball marking skills | 1 | 2 | 3 | 4 | 5 |
| 4. | Does the candidate position himself well enough to be able to make an accurate judgement on a faulty stroke? | 1 | 2 | 3 | 4 | 5 |
| 5. | Knowledge of Laws or Rules and Official Rulings | 1 | 2 | 3 | 4 | 5 |
| 6. | Knowledge of Ethics/Etiquette as related to officiating | 1 | 2 | 3 | 4 | 5 |
| 7. | Knowledge and management of Health/Safety issues | 1 | 2 | 3 | 4 | 5 |
| 8. | Knowledge and management of relevant Legal matters | 1 | 2 | 3 | 4 | 5 |
| 9. | Knowledge and management of inappropriate player behaviour | 1 | 2 | 3 | 4 | 5 |

Note: To be successful the candidate must be rated at 3 or more in each of the above 9 segments

Examiner's comments:

Candidate's signature_____ Examiner's signature_____

Appendix 5: Assessment Tool for ACA Officiating Accreditation

Purpose of Assessment:

This assessment tool will tabulate the candidate's competence or otherwise in areas applying to the Laws/Rules and Regulations of the discipline involved, practical on court techniques, communication skills, risk management and other criteria detailed in the check list below.

Assessment conditions:

The candidate will:

2. Have access to an appropriate croquet court and equipment when undertaking the assessment.
3. Be permitted to present for assessment as many times as is necessary in order to achieve competency.

Assessment tasks:

The candidate is to demonstrate a satisfactory understanding of the Laws/Rules and Regulations of the discipline involved in order to make accurate and consistent decisions on matters of fact during a match and display a satisfactory level of competence in the practical techniques related to officiating.

Evidence required:

Throughout the assessment the candidate is to consistently demonstrate a competent level in all of the criteria in the check list below.

Assessment arrangements:

The assessment will take place on a date and at a location suitable for both the candidate and the assessor.

Candidate_____

Accreditation sought: ACR ACU GCR
(Circle the accreditation sought.)

Candidate's Club_____

Name(s) of Assessor(s):_____

Appendix 5 continued

Performance Criteria.	Demonstrates Competency. (Yes, No, n/a)	Assessor's Comments.
Can apply and implement Laws/Rules and Regulations accurately and consistently on matters of fact as applicable to official role.		
Understands the health and safety issues related to players and self. Is aware of adverse weather policies.		
Constantly demonstrates ability to be in the best possible position to make accurate judgements on strokes that require special care.		
Uses effective and ethical communication skills at all times when dealing with players.		
Uses appropriate hand or vocal signals when they might be indicated.		
When asked by players and allowed by the Rules, provides constructive and accurate opinions in a polite and concise manner		
Is able to promptly and diplomatically resolve differences of opinion between players in order to prevent a worsening conflict.		
Knows how to promptly and effectively respond to an emergency situation if required.		
Can analyse own strengths and weaknesses when officiating.		
Understands and displays the etiquette expected of an official on court.		

Appendix 6: Evaluation Questionnaire

Course Name _____

Attendee Name (Optional) _____

Contact Number (Optional) _____

Venue _____ Date _____

Please answer the questions by circling your choice of response and adding any comments if you wish.

1. To what extent did this course meet your expectations?
Not at all Partly Satisfactorily Completely

Comment _____

2. How did you perceive the balance between the practical and theoretical elements of the course?
Not at all Partly Satisfactorily Completely

Comment _____

3. Were the sessions well organised?
Not at all Partly Satisfactorily Completely

Comment _____

4. Were the sessions well presented?
Not at all Partly Satisfactorily Completely

Comment _____

5. How could the organisation and presentations be improved?
(e.g. sections to eliminate allocation)

6. Was the course too long? Yes / No (Please circle your choice)

7. Was the course too short? Yes / No (Please circle your choice)

8. Were the venue and its facilities satisfactory for your needs during the course?
Not at all Partly Satisfactorily Completely

Comment_____

9. Was the pre-course correspondence and information satisfactory?

Not at all Partly Satisfactorily Completely

Comment_____

10. Do you understand all the requirements and procedures involved for you to gain Accreditation/Reaccreditation? *sl should we add Reaccreditation*

Not at all Partly Satisfactorily Completely

Comment_____

11. What were your impressions on the general abilities of the presenter(s) conducting your course? (Please answer these questions without fear or favour)

	Poor	Fair	Average	Good	Excellent
Their knowledge of subject	1	2	3	4	5
Their teaching skills	1	2	3	4	5
Their planning/preparation	1	2	3	4	5
Their enthusiasm	1	2	3	4	5
Their personal presentation	1	2	3	4	5
The time allowed for questions and discussion	1	2	3	4	5

12. What aspects of the course were most beneficial to you and why?

Comment_____

13. What aspects of the course were least beneficial to you and why?

Comment_____

14. How long have you been playing any form of croquet?_____

15. Have you attended a previous Accreditation or Pre-examination Course? Y/N

Appendix 7: Notes, Comments and Suggestions