



LGFA Referee Tutor

Role Description

LGFA REFEREE TUTOR ROLE DESCRIPTION

Minimum Experience required:

- Current referee with a minimum of 2 years experience within the Gaelic Games Code **OR**
- Experience of tutoring/facilitating learning of adults or young people for recognised NGB's/organisations

Knowledge:

- Applicants should have knowledge of the rules of ladies gaelic football
- Up to date knowledge of the LGFA referee pathways and qualifications

Skills:

- Ability to:
 - Plan and organise
 - Facilitate group learning effectively
 - Utilise IT and all resources
 - Be consistent in delivery of all courses to a high standard
- Positively promote LGFA

Personal:

- Demonstrate exemplary personal behaviour and conduct themselves appropriately at all times. This includes adherence to the LGFA Tutor code of conduct
- Available to deliver courses midweek and at the weekends

Overall Aim:

- Deliver high quality LGFA referee course/programmes according to the aims and outcomes of the specific courses

Main Duties & Responsibilities:

Course Delivery:

- Prepare and deliver high quality courses in accordance with the syllabus and general requirements for the course
- To maintain high quality standards in course delivery
- Be familiar with all supplementary tutor notes
- Observe and evaluate coaches and provide constructive feedback
- Facilitate group interaction to help participants, share, solve and discuss different issues

- Ensure the appropriate equipment by utilising resource pack provided
- Utilise modern delivery methods and IT resources on all course delivery
- Demonstrate an understanding of generic tutor training principles
- Comply with LGFA Code of Conduct at all times (See enclosed)

Administration:

- Liaise with the key course organiser to ensure all administrative procedures are in accordance with course requirements
- Ensure completion of course attendance and evaluation forms and submit to the LGFA Coaching Officer within **ONE WEEK** of course completion date
- Distribute the course participant resource material and ensure all participants are fully aware of the requirements to receive qualification from the LGFA where applicable
- Complete payment claim form and submit to the LGFA Coaching Officer on or before the last Thursday of every month
 - Tutor fees are as follows:

▪ Assist	Travel plus Tutor Fee
▪ Deliver	Travel plus Tutor Fee
- Tutor will receive following Tutor Fees:

○ Go Games	50 Euro
○ Level 1	100 Euro
○ Level 2	50 Euro
- Identify a replacement tutor if unable to deliver a course you have been assigned to originally and communicate same with the LGFA Coaching Officer
- Communicate with LGFA National Development Manager in relation to any problem that may arise
- Tutors may be required to deliver on their own if numbers fall below required participants for all courses or in exceptional circumstances
- Courses can be cancelled by the tutor on the day if numbers are any lower than required which is 12 participants in all courses.

Continuous Professional Development:

- Tutors are required to attend a **mandatory** LGFA Tutor in-service where applicable
- Tutors are encouraged to attend conferences/events/other in-services that are identified as useful in the continuous development of the tutor

- Tutors should continually self-reflect on course delivery and actively seek to improve different aspects of their tutor performance. Tutors should inform the LGFA National Development Manager of any areas that they need further development in and endeavour to attend any further training provided by LGFA.
- Tutors observe/co-tutor with other tutors as appropriate

Accreditation:

In order for the tutor to maintain their accreditation they **must**:

- Attend the **mandatory** LGFA tutor in-service which occurs on an annual basis or when necessary twice a year. (Please note if unable to attend the LGFA referee tutor in-service then this will have a negative impact on a tutor points total the following year)
- Achieve the minimum tutor points requirement as per the Tutor Accreditation Guidelines during a calendar year
- Adhere to the LGFA Tutor code of conduct to maintain accreditation
- Agree to on-going monitoring as part of the quality assurance process involving a review of evaluation forms, attendance at CPD and mandatory in-service events and observation visits
- Agree to re-take training or mentored support work should a quality assurance issue arise

Deployment:

- The LGFA National Development Manager will manage the deployment of Tutors
- Tutors are accredited in line with adherence to LGFA Tutor Code of Conduct
- Tutors will be monitored on an on-going basis as part of the quality assurance process involving a review of evaluation forms, attendance at CPD and mandatory in-service events and observation visits
- Tutors will receive on-going CPD Opportunities and support through the National Development Manager and Coaching Officer

Grievance Policy:

- This procedure relates to aspects connected to delivery on the LGFA Development Programme. Complaints under this procedure will relate to all aspects of delivery and will include such areas as:
 - Ineffective delivery by the tutor
 - Omission in respect of the syllabus to be covered
 - Inappropriate activities by the tutor including behaviour which may cause concern or offence to others
 - Irregularities in the way in which the course is delivered

- If there are any complaints made via the course evaluation forms at the end of the course and sent to the LGFA Coaching Officer then the Coaching Officer will inform the LGFA National Development Manager of same.
- In the event that a participant or fellow tutor wishes to make a complaint then it must be submitted in writing within seven days of completion of the course to the LGFA National Development Manager
- It is important any complaint submitted is dated and signed
- An acknowledgement that the complaint has been received will be sent to the complainant within 10 working days
- The LGFA National Development Manager will decide, after considering the complaint, the appropriate course of action
- In most cases the National Development Manager will speak directly to the tutor in question, within two days of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage
- If it is necessary for the LGFA National Development Manager to carry out further investigations a written record will be kept of all meetings and interviews in relation to the complaint
- If further investigations are required then the tutor may be suspended from tutoring until the matter is investigated fully
- Once the LGFA National Development Manager is satisfied that, so far as practical all the relevant facts are established, a decision will be made and the tutor will be informed in writing in relation to outcome. The LGFA National Development Manager will give reasons for their decision
- Appropriate sanctions will be acted upon for breach of the LGFA Code of Conduct including loss of privileges (tutor fees), suspension for a number of weeks or indefinitely or immediate expulsion from the tutor group
- It should be recognised that the LGFA may regard some offences as so serious that a tutor could require immediate expulsion with no prior warning. Such offences might include, but are not limited to, delivery of a course under the influence of alcohol or other substances, serious sexual misconduct or other serious incidents of unacceptable behaviour
- If the tutor is re-instated then he/she will assist on courses for one year
- If a tutor is suspended from the Association for any other reason they must inform the LGFA National Development Manager and a decision will be made on whether the tutor will also be suspended from tutoring depending on the severity of the offence
- If a tutor has a grievance with LGFA that relates to any aspects connected to delivery on LGFA Referee Education courses then the tutor must contact the LGFA National Development Manager in writing to outline the areas of grievance. LGFA will endeavour to address all concerns where possible with immediate effect.