



**LGFA National  
Referee Assessor  
Role Description**

# **LGFA NATIONAL REFEREE ASSESSOR ROLE DESCRIPTION**

## **Minimum Experience required:**

- Retired referee with a minimum of 5 years experience within the Gaelic Games Code  
**OR**
- Experience of mentoring/assessment either for improvement or upgrade of adults for recognised NGB's/organisations

## **Knowledge:**

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

## **Skills:**

- Ability to:
  - Plan and organise
  - View the game from a referee's viewpoint
  - Objectively analyse performance
  - Prioritise strength and development areas for referees
  - Utilise IT and type all assessments
  - Be consistent in all assessments 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 Assessor code of conduct
- Available to conduct assessments midweek and mainly at the weekends

## **Overall Aim:**

- Deliver high quality LGFA referee assessments according to ensure development for all national referees

## **Main Duties & Responsibilities:**

### **Pre Assessment:**

- Respond to SMS notification to accept assigned game
- Ensure full knowledge of the application of the rules
- To maintain high quality standards in assessment conduction

- Be familiar with all supplementary assessment notes
- Ensure resources with you to conduct assessment
- Comply with LGFA Referee Assessor Code of Conduct at all times

#### **Assessment:**

- Obtain the optimum viewing position for the game away from spectators
- Observe and evaluate referee provide constructive feedback
- Ensure a thorough record of the performance is taken, noting strengths and areas for development
- Do not make contact with the referee or any other interested party during or after the game

#### **Administration:**

- Allow yourself thinking time between the end of the match and preparing your report
- When preparing the report please ensure all relevant materials are used:
  - Notes taken during the game
  - LGFA Official Guide
  - Assessment Marking Sheet
- Ensure completion of assessment form and submit to the LGFA National Development Manager within **3 Days** of the assigned game
- Communicate with the assigned referee if contact made in relation to clarification of assessments
- Complete payment claim form and submit to the LGFA National Development Manager on or before the last Thursday of every month
  - Assessment fees are as follows:
    - Travel (0.50 cent per mile) plus €15 meal expenses if no meal provided at venue
- Communicate with LGFA National Development Manager in relation to any problem that may arise

#### **Continuous Professional Development:**

- Assessors are required to attend a **mandatory** LGFA Tutor in-service where applicable
- Assessors are encouraged to attend conferences/events/other in-services that are identified as useful in the continuous development of the assessor
- Assessors should continually self-reflect on assessment process and written assessment and actively seek to improve different aspects of their performance. Assessors 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.

**Accreditation:**

In order for the assessor 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.
- Adhere to the LGFA Referee Assessor code of conduct to maintain accreditation
- Agree to on-going monitoring as part of the quality assurance process involving a review of assessment forms by the National Referee Assessors Committee
- 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 Assessors
- Assessors will be monitored on an on-going basis as part of the quality assurance process involving a review of assessment forms and the assessment process utilised by the assessor

**Grievance Policy:**

- This procedure relates to aspects connected to delivery of the LGFA Referee Assessment Process. Complaints under this procedure will relate to all aspects of delivery and will include such areas as:
  - Ineffective or unsupportive feedback provided by the assessor
  - Omission in respect of the assessment form
  - Inappropriate activities by the assessor including behaviour which may cause concern or offence to others
  - Irregularities in the way in which the assessment is delivered
- An acknowledgement that any 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 assessor 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 assessor 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 assessor 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 (fees), suspension for a number of weeks or indefinitely or immediate expulsion from the assessor group
- It should be recognised that the LGFA may regard some offences as so serious that an assessor could require immediate expulsion with no prior warning. Such offences might include, but are not limited to, delivery of an assessment under the influence of alcohol or other substances, serious sexual misconduct or other serious incidents of unacceptable behaviour
- If an assessor 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 assessor will also be suspended from assessing depending on the severity of the offence
- If an assessor has a grievance with LGFA that relates to any aspects connected to delivery of LGFA Referee Assessments then the assessor 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.