

### 1. Introduction

**Maintain Accreditation as a Gateball Referee – Level 1, Level 2 and International GBRs shall complete their own Gateball Referee Logbook (logbook)** – GBRs are required to be reaccredited, all GBRs are required to complete a logbook submitted annually to the respective SCRGB providing evidence of updating knowledge and interpretation of current rules, officiating at events, demonstrating competence as a referee, and being prepared to participate in a process of review and improvement. Where there is no designated SCRGB in the primary State of affiliation, then need to submit the logbook to the NCRGB annually. Game observations undertaken to meet this requirement shall not be signed off by another referee from a player's same club unless this is approved by the SCRGB in consultation with the NCRGB. This approval might only be granted for referees in isolated situations or special conditions.

All Referees in Training (RIT) shall complete their own logbook and are required to submit that logbook at the end of the calendar year if they have not achieved accreditation as a Level 1 referee to their respective SCRGB providing evidence of updating knowledge and interpretation of current rules, officiating at events, demonstrating competence as a referee, and being prepared to participate in a process of review and improvement. Where there is no designated SCRGB in the primary State of affiliation, then need to submit logbook to the NCRGB. Game observations undertaken to meet this requirement shall not be signed off by another referee from a player's same club unless this is approved by the SCRGB in consultation with the NCRGB. This approval might only be granted for referees in isolated situations or special conditions.

Instructions, guidelines on what and when information is required to be entered in the logbook; the logbook has four parts / sections:

- a. Front Cover – [completed by accredited referee and referee candidate].
- b. Accreditation (A) and Reaccreditation (R) Details – [completed by the respective SCRGB, if there is no designated SCRGB in the primary State of affiliation, then completed by the NCRGB].
- c. Self Assessed Activities – [completed by accredited referee and referee candidate].
- d. Observed Activities – [completed by who is conducting the observation of the accredited referee and referee candidate].

All referee candidates and accredited referees must record their activities in their own logbook for accreditation and reaccreditation purposes. Maintain their logbook on an annual basis, capture and record any courses and training, their own improvements in refereeing skills, relevant talks at competitions, mentoring activities and online activities that they have undertaken, including examples of activities at paragraphs 11 to 15 inclusive. On an annual basis your respective SCRGB for your affiliated state shall confirm the entries in your logbook with their signature. For states that do not have an SCRGB this action shall be performed by the NCRGB.

### 2. FRONT COVER

The accredited referee and referee candidate shall complete the following information:

- a. Initial identification information details i.e. name, club, ACA ID, and card number.
- b. Sports Australia Community Officiating General Principles course details i.e. certificate number and certificate date.
- c. Working With Children [or equivalent] details i.e. card registration number and expiry date.

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### 3. ACCREDITATION (A) and REACCREDITATION (R) DETAILS

The accreditation (A) and reaccreditation (R) section has four columns which require the following information entered into the logbook of the accredited referee and the referee candidate and RIT by the respective SCRGB for the affiliated state of the accredited referee or referee candidate or RIT, for states that do not have an SCRGB this action shall be performed by the NCRGB:

- a. Date – enter the date of the accreditation or reaccreditation that corresponds to that activity.
- b. Referee Level [RIT / 1 / 2 / Int] – enter the current level, i.e. RIT, L1, L2 or Int.
- c. Accreditation [A] or Reaccreditation [R] – enter ‘A’ if the situation corresponds to the initial accreditation for that level, enter ‘Ra’ for annual sighting and for reaccreditation purposes every four years enter ‘R4’ reaccreditation which is conducted every fourth year.
- d. Signature of State Coordinator – once the above three entries have been completed in the logbook obtain the signature of the respective SCRGB, if no appointed SCRGB for a state then obtain signature from NCRGB.

### 4. SELF ASSESSED ACTIVITIES

The self assessment consists of reflecting on your performance as a referee, e.g. *what you think you did well, or not so well, what improvements can you make? Or, on every play were you either in position or able to arrive in position in time when the call to stroke was made by the CR? Or, were you in position or able to arrive in position when the call to stroke was made by the CR? Or, did you use the appropriate hand indications and calls? Or, did you communicate with the other referee? Or, what was the interaction between Referee ‘A’ and Referee ‘B’, was it cohesive or disjointed, did it flow smoothly? Or, as an examples activities listed at paragraph 11 to 15 inclusive.*

The self assessed activities has three columns which require the following information entered by accredited referee or RIT in the logbook:

- a. No – for the first entry insert the number ‘1’ which reflects the first activity, for subsequent activities enter the next sequential number.
- b. Date – enter the date of the activity that corresponds to that activity.
- c. Activity – describe your role and competition or activity details – enter the details of your self assessment and also +any of the actions or activities that are listed in paragraphs 5 to 15 inclusive.

Examples:

<b>SELF ASSESSED ACTIVITIES</b>		
No	Date	Activity – Describe your role and comp/activity details
1.	28 September 2014	<i>Was an active member of a Gateball Referee team [performed the role of CR, AR, and Recorder at the 2014 WGU Championship in Japan. Performed admirably , did learn that the ball marker tag is to match / correspond to the colour of the ball that requires moving out of the stroker’s way.</i>
2.	5 September 2015	<i>As CR at Nationals team event held at Wynnum sought clarification of role of Recorder with the recorder in noting ball direction entering back of gate. During the next break in play, NCGB provided advice on the correct process and what to do in that situation in the future.</i>

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3.	28 November 2015	As the AR at the NSW State Gateball Championship, held at Jamberoo. The decision of the CR in regards to ball going out of the inner field but hitting a ball not placed 10cm from the outside line. During the next break in play the TR provided advice on the correct process and what to do in that situation.
4.	25 June 2017	As the CR I listened to ER presentation explaining when sparked ball makes a Gate and the stroker's ball comes out from underneath the foot during the spark, that the ball coming out from under the foot is a foul, results in stroker's ball being placed 10cm outside the inner field and the sparked ball is returned to where it was before being sparked, no Gate has been made.
5.	11 November 2018	Have met the criteria to move from Level 1 and ready for Level 2 theory examination, have informed the SCRGB.
6.	16 August 2020	Requested from SCGBR a copy of the 2019 Rules and was provided with a copy at the CAQ SGTC.
7.	22 May 2021	As the CR at Rockhampton teams event I obtained written feedback on my performance from another referee from Eildon who is not a member of my club.
8.	15 October 2021	Mentored Josh Duggan as a RIT who is competent in my opinion to sit the Level 1 theory written examination.
9.	4 March 2022	Developed a paper-based article on strategy and tactics for captains to improve their captaincy skills, this article has been submitted for publication on the GA website.
10.	26 June 2022	As the CR at MSOB, Southport, I found it a challenge to get in the correct position to see the players feet when sparking. Maybe I need to ask the player to wait until I am in position, or I need to move quicker.
11.	1 October 2022	As the CR at the Toowoomba teams event the Recorder did not always repeat my calls. Checked with the Recorder after the game, the Recorder said they could not hear me when facing away from them. We discussed to watch hand signals especially as the recorder is partially deaf.
12.	14 December 2022	Am a member of the GA RCGB and have actively participated in a majority of zoom meetings held in that calendar year.

### 5. Referee Candidate

A requirement of a referee candidate when being mentored in respect to their own logbook is to ensure that the following are included in Section 3, self assessed activities:

- a. Record by who, when and where the mentoring has been conducted.
- b. What feedback has been provided is indicated in your logbook.
- c. What the referee candidate need to concentrate on to improve, is indicated in your logbook.
- d. Indicate in your logbook on the performance of you positioning in particular the role of Referee A and Referee B.

- e. Indicate in your logbook what rules have been discussed with you by the mentor.

What is indicated in the referee candidate's logbook when being mentored should correspond to what is in the logbook of the mentor who has been conducting the mentoring for the referee candidate, the SCRGB shall verify this is correct as part of the annual check-up and the reaccreditation every four years.

### 6. **Mandatory**

The following activities are to be indicated in the logbook at Section 3 self assessed activities on an annual basis:

- a. Indicated in their logbook that they have signed the ACA Official Code of Behaviour Agreement Form.
- b. Indicated in the logbook that they have read and understood the Gateball Australia (GA) Referee Accreditation and Reaccreditation Framework (RARF) document.
- c. Indicated in the logbook that they have read and understood the Gateball Australia (GA) Tournament Regulations (TRegs).
- d. Indicated in the logbook that they have a current rule book which they have read, understood and have a copy with them when at competitions.
- e. Indicated in the logbook that they have a copy of the Q&A book which they have read, understood, and have a copy with them when at competitions.
- f. Indicated in the logbook to show they possess experience in refereeing at:
  - i. Club level.
  - ii. Interclub competitions.
  - iii. Least two games at State championship for eligibility purposes as Level 1 referee.
  - iv. Least two games at a State Championship and at least two games at a National championship for eligibility purposes as a Level 2 referee.
  - v. Least a further two games at a State Championship and at least a further two games at a National championship for eligibility purposes as an International referee.
- g. Indicated in the logbook when they became eligible for the next accreditation level.
- h. Indicated in the logbook when they sat the theory written examination for each level attempted, annotate the result of the theory written examination [pass / fail].
- i. Indicated in the logbook when their practical assessment is conducted as a CR and AR, annotate the result of the practical assessment [pass / fail].

### 7. **Eligibility to become RIT**

To become eligible for RIT the following shall be indicated in the potential referee candidate's own logbook at Section 3 self assessed activities:

- a. Once all the requirements are met to become eligible as a RIT, the mentor shall sign the referee candidate's logbook indicating the referee candidate has satisfied all criteria to be eligible as a RIT, then submit the logbook to the relevant SCRGB in the primary State of affiliation or if there is no designated SCRGB in the primary State of affiliation, then submit the logbook to the NCRGB.
- b. SCRGB approves eligibility by entering this information and indicating with a signature in the logbook, then the referee candidate is deemed eligible to be a RIT.

### 8. Eligibility to become Level 1 Referee

To become eligible as Level 1 referee the following shall be indicated in the referee candidate's own logbook at Section 3 self assessed activities:

- a. Once all the requirements are met to become eligible as a Level 1 referee, the mentor shall sign the referee candidate's RIT logbook indicating the referee candidate RIT has satisfied all criteria to be eligible to progress to be examined for the Level 1 referee theory written examination, then submit the logbook to the relevant SCRGB in the primary State of affiliation or if there is no designated SCRGB in the primary State of affiliation, then submit the logbook to the NCRGB..
- b. SCRGB approves eligibility by entering this information and indicating with a signature in the logbook, then the referee candidate is deemed eligible to undergo the Level 1 referee theory written examination.
- c. Once the theory written examination has been sat, indicate the result [pass / fail] in the logbook. If passed, indicate in the logbook the eligibility to be assessed for the practical component.
- d. Result of practical assessment to be indicated in the logbook [pass / fail].

### 9. Eligibility to become Level 2 Referee

To become eligible as Level 2 referee the following shall be indicated in the candidate's own logbook at Section 3 self assessed activities:

- a. Indicated in your logbook that you have refereed as a Level 1 referee in at least two games at a state championship.
- b. Indicated in your logbook that you have refereed as a Level 1 referee in at least two games at a national championship.
- c. Once all the requirements are met to become eligible as a Level 2 referee, the mentor shall sign the referee candidate's Level 1 logbook indicating the referee candidate Level 1 has satisfied all criteria to be eligible to progress to be examined for the Level 2 referee theory written examination, then submit the logbook to the relevant SCRGB in the primary State of affiliation or if there is no designated SCRGB in the primary State of affiliation, then submit the logbook to the NCRGB.
- d. SCRGB approves eligibility by entering this information and indicating with a signature in the logbook, then the referee candidate is deemed eligible to undergo the Level 2 referee theory written examination.
- e. Once the theory written examination has been sat, indicate the result [pass / fail] in the logbook. If passed, indicate in the logbook the eligibility to be assessed for the practical component.
- f. Result of practical assessment to be indicated in the logbook [pass / fail].

### 10. Eligibility to become International Referee

To become eligible as an International referee the following shall be indicated in the candidate's own logbook at Section 3 self assessed activities:

- a. Indicated in the logbook that you have refereed as Level 2 referee in at least two games at a state championship.
- b. Indicated in your logbook that you have refereed as a Level 2 referee in at least two games at a national championship.
- c. Once all the requirements are met to become eligible as an International referee, the mentor shall sign the referee candidate's Level 2 logbook indicating the referee candidate Level 2 has satisfied all criteria to be eligible to progress to be examined for the International referee theory written examination, then submit the logbook to the relevant SCRGB in the primary State of affiliation or if there is no designated SCRGB in the primary State of affiliation, then submit the logbook to the NCRGB.
- d. SCRGB approves eligibility by entering this information and indicating with a signature in the logbook, then the referee candidate is deemed eligible to undergo the International referee theory written examination.
- e. Once the theory written examination has been sat, indicate the result [pass / fail] in the logbook.

### 11. Courses Training Workshop Session Activities

Examples of activities in relation to presentations on rule interpretations at events, training workshop sessions or courses to be recorded in their logbook at Section 3 self assessed activities:

- a. Listened to Gateball referee presentations at competitions.
- b. Read Gateball referee presentations by email.
- c. Read Gateball referee presentations on the GA website.
- d. Read Gateball rule updates by email.
- e. Read Gateball rule updates on the GA website.
- f. Participated in online real time presentations.
- g. Participated in online real time discussions.
- h. Presented a GBR talk at a competition [compulsory for Level 1 referees and above].
- i. Used paper-based resources.
- j. Used online resources.

### 12. Improve Own Skill Activities

When a referee performs any of the listed below activities, they are to ensure that they are included in their logbook at Section 3 self assessed activities:

- a. RIT recorded in their logbook, games refereed at club, interclub and in GA competitions and completed a brief self-reflection on each of the games [compulsory].
- b. For Level 1 referees and above, recorded in their logbook, games refereed in GA competitions and completed a brief self-reflection on each game for reaccreditation purposes [compulsory].
- c. Obtained written feedback from another Gateball referee which is to be recorded in their logbook, the feedback shall be from another club referee at least on one (1) occasion each year [compulsory].

### 13. Play Active Role Activities

When a referee conducts any of the listed below activities they are to ensure that they are included in their logbook at Section 3 self assessed activities:

- a. Performed the role of CR at State Gateball Championship.
- b. Performed the role of CR at Australian Gateball Championship.
- c. Performed the role of AR at State Gateball Championship.
- d. Performed the role of AR at National Gateball Championship.
- e. If possible, to have refereed international teams.
- f. Functioned as a Gateball ER /TR, Gateball Assistant ER / TR.

### 14. Play a Role in Improving Skills of GA Referee Activities

When a referee conducts any of the listed below activities they are to ensure that they are included in their logbook at Section 3 self assessed activities:

- a. Developed GA referee courses.
- b. Presented GA referee courses.
- c. Mentored a player referee candidate who wishes to become a GBR RIT – objective evidence required = when candidate successfully become an accredited GBR or is accredited to the next level above their current accreditation level.
- d. Mentored Gateball referee candidates for Level 1 and above – objective evidence required = when candidate successfully become an accredited GBR Level 1 or is accredited to the next level above their current accreditation level.
- e. For Level 1 referee, assist in a practical assessment of a GBR under the guidance of an International or Level 2 GBR.

### 15. Demonstrate Leadership Role GA Activities

When a referee conducts any of the listed below activities they are to ensure that they are included in their logbook at Section 3 self assessed activities:

- a. Developed paper-based article e.g. strategy, tactics, skills improvement, etc. and submitted for publication through the GA website.
- b. Developed online article e.g. strategy, tactics, skills improvement, etc. and submitted for publication through the GA website.
- c. Contributed resources on Gateball refereeing to the Gateball community.
- d. Written Gateball referee policy documents.
- e. Written Gateball referee briefing documents.
- f. Written Gateball referee theory examination.
- g. Contributed to the revision of GA referee exams.
- h. Developed / written the GA referee practical assessment criteria checklist.
- i. Contributed to the revision of the GA referee practical assessment criteria checklist.
- j. Developed GBR course materials.
- k. Developed GBR workshop materials.
- l. Presented and clarified aspects of the rules in an online forum.

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- m. Presented and clarified aspects of the rules at a GA competition.
- n. Delivered / presented GBR course materials.
- o. Delivered / presented GBR workshop materials.
- p. Be a member of the GA's RCGB and to have actively participated in a majority of meetings in a calendar year through an online forum.
- q. Be a member of the GA's RCGB and to have actively participated in a majority of meetings in a calendar year through email.
- r. Completed tasks requested by the GA's RCGB.
- s. Represented GA at an international meeting.
- t. Been part of a Gateball referee team at an international event outside Australia.
- u. Performed the role of SCRGB.
- v. Performed the role of NCRGB.
- w. Any other Gateball activity approved by the GA's RCGB.

### 16. OBSERVED ACTIVITIES

The observed activities is required to be conducted and recorded in your logbook by a peer not from your club as well on a separate occasion by an accredited referee above your current accreditation level not from your club to review your performance as a referee e.g. *what you did well or not so well, what improvements that you can make? Or on every play were you either in position or able to arrive in position in time when the call to stroke was made by the CR? Or, were you in position or able to arrive in position when the call to stroke was made by the CR? Or, did you use the appropriate hand indications and call? Or, did you communicate with the other referee? Or, what was the interaction between Referee 'A' and Referee 'B', was it cohesive or disjointed, did it flow smoothly?*

The observed activities have four columns plus an additional two rows which require the following information entered by you in your logbook:

- a. No – for the first entry insert the number '1.' which reflects the first observed assessment, for subsequent observed assessments enter the next sequential number.
- b. Date – enter the date of the observed assessment that corresponds to that observed assessment.
- c. Activity – describes what the activity is about i.e.:
  - i. Role – CR or AR.
  - ii. Type of event – teams, doubles, triples.
  - iii. Style of event – National, State, club e.g. MSOB, regional, interclub.
  - iv. Event location.
  - v. Teams playing that you refereed.
  - vi. Round robin or block.
  - vii. At the time of refereeing provide the round number, or semi-final or final.



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- d. Observer Assessment – this column has four areas of performance that need to be addressed as part of the observed assessment:
  - i. Positioning – assessing at all times if in the correct position for Referee ‘A’ to view the stroker for fouls committed and that Referee ‘B’ is in the correct position to view the ball in the direction of travel to either touch another ball, or pass through a gate, or agari, or in position to view if a ball becomes an out-ball then enters the inner field again.
  - ii. Hand signals – assessing at all times if the hand indications with appropriate voice call [loud enough] are conducted correctly and in the correct direction in relation to the movement of the ball, and assess if the “Safe” hand indication is conducted without a voice call.
  - iii. Knowledge of rules – assessing at all times that the game is played in accordance with the rules and that the correct decision is made on all fouls.
  - iv. Overall –
- e. Observer comments – additional comments to support the assessment of the above.
- f. Observer name – write the name of the observer.
- g. Signature – once all of the above has been completed the observer / assessor is to sign.

### Examples

OBSERVED ACTIVITIES			
No	Date	Activity	Observer Assessment
1.	17 September 2021	<i>As the CR, team event, CAQ SGTC held at Ipswich Croquet Club, teams playing whilst I refereed were Moreton Bay and Southport Red, round 3 of a round robin event. Don't forget to watch that the players own ball in a spark should be repositioned if it moves under the foot while sparking. GR</i>	Positioning <i>Needs a bit more work on cohesion.</i>
			Hand Signals <i>Good.</i>
			Knowledge of rules <i>From what was noticed appears to be good.</i>
			Overall <i>Good.</i>
Observer Comments: <i>Cohesion and understanding of Referee ‘A’ and Referee ‘B’ role required, suggest read the guide and view the video and practice together more often.</i>			
Observer Name:	<i>Bob Smith</i>	Signature:	<i>BSmith</i>

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No	Date	Activity	Observer Assessment
2.	12 November 2022	As the AR at a teams event for Caloundra Masters and Apprentices club event, Moreton Bay Blue Bottles versus Moreton Bay Muddies, round 12 of a round robin event. I think you made a decent job of making calls considering the CR did not give you much opportunity.	Positioning <i>Needs a bit more work on cohesion.</i>
			Hand Signals <i>Good.</i>
			Knowledge of rules <i>From what was noticed appears to be good.</i>
			Overall <i>Not bad.</i>
Observer Comments: <i>Cohesion and understanding of Referee 'A' and Referee 'B' role required, suggest read the guide and view the video and practice together more often.</i>			
Observer Name:	<i>Ken Dopley</i>	Signature:	<i>KDopley</i>

### 17. Mentor

A requirement of a mentor when performing the function of mentoring a referee candidate is that the following are included in Section 4 observed activities of the mentor's logbook:

- a. The mentor indicates in their own logbook that they have conducted mentoring including the referee candidate's name, date, and place of mentoring.
- b. What feedback is provided, is indicated in your logbook.
- c. What the referee needs to concentrate on to improve, is indicated in your logbook.
- d. Indicate in the logbook the referee candidate's positioning in respect to the role of Referee A and to the role of Referee B.
- e. Indicated in your logbook what rules that have been discussed with the referee candidate.
- f. Check to ensure the referee candidate documents all relevant activities in their own logbook.

What is indicated in the mentor's logbook should correspond to what is in the logbook of the referee candidate who the mentor is or has been mentoring, the SCRGB shall verify this is correct as part of the annual check-up and the reaccreditation every four years.

### 18. SCRGB Responsibilities Logbook

The SCRGB in the primary state of affiliation for the referee candidate shall conduct the following in respect to the referee candidate's logbook:

- a. Once the RIT satisfies the requirement of the eligibility criteria, the relevant SCRGB shall sign the referee candidate's logbook or the RIT's logbook [which is yet to be presented] to verify that they have met the required criteria.
- b. To keep an electronic of:
  - i. Sports Australia Community Officiating General Principles course certificate.
  - ii. Working With Children [or equivalent] card.

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- c. They are to provide a new logbook to the prospective referee candidate including RIT.
- d. Complete Section 2 of the logbook *“Accreditation (I) / Reaccreditation (R) Details”*.
- e. Annually sign and verify the information in the logbook meets the requirement of the *“Referee Accreditation and Reaccreditation Framework”* documentation.
- f. Verify referee candidates mentoring activities correspond / match up with mentor’s logbook as part of the annual check up and reaccreditation every four years.
- g. Once the Level 1 accredited referee satisfies the requirement of the eligibility criteria for Level 2 referee, the relevant SCRGB shall sign the referee candidate’s logbook to verify that they have met the required criteria for Level 2 referee.
- h. Once the Level 2 accredited referee satisfies the requirement of the eligibility criteria for international referee, the relevant SCRGB shall sign the referee candidate’s logbook to verify that they have met the required criteria for international referee.
- i. When it is recorded in the logbook that the accredited referee has moved to the next level up or down as a referee, the SCRGB shall indicate this by recording in the referee’s logbook that the accredited referee’s accreditation level has changed, as well as updating the relevant State Register of Referees.

Where there is no designated SCRGB for the accredited referee or RIT in the primary state of affiliation, then the NCRGB shall assume the responsibilities of paragraph 18.