

WSF Events

Introduction

WSF are committed to improving and standardising the quality of refereeing at WSF sanctioned events.

The WSO is jointly founded by the WSF and PSA, with both organisations committed to developing refereeing globally.

For WSF events, the WSO Team will support in the assignment of WSO-qualified referees in compliance of these guidelines. The team of referees will be at a WSO level appropriate to the event level and will be overseen by an appointed WSO Lead.

WSO Refereeing Roles and Responsibilities

The WSO Team will appoint the WSO Lead(s) following the registration of a tournament with the WSF Office. The WSO Lead is responsible for overseeing roles and responsibilities and may seek the support of others to ensure that the roles and responsibilities are fulfilled as required.

Roles and responsibilities include but are not limited to:

- Match assignments
- Leading an opening tournament meeting to outline current WSO rule interpretations, scoring systems, event operational processes, and overall referee expectations. This meeting will include agreed learning from recent and previous events
- Leading daily meetings to review the previous days' officiating and provide the opportunity for reflection and development
- Working alongside the event promotor to ensure the key operational requirements for match referees are clear and appropriate
- Being responsible for filing any code of conduct reports awarded during the event
- Acting as the contact for players and officials should they wish to make an appeal during the event

Single Referee System

The single referee system is recommended at all events.

The single referee system is recommended for Level 3 (Theory) and above referees.

Referee Level

All referees at WSF events must be a minimum of WSO Level 3 (Theory) through the WSO online platform.

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The WSF Office will provide the WSO Team with contact details and the required information. The WSO Team will make contact with the event team on registration. This is to ensure that a suitable referee budget is allocated for the event.

The referee budget will be built into the tournament contract on agreeance, or in a separate agreement should the contract have already been finalised.

Referee Assignment

The number of referees assigned is dependent on numerous factors including, but not limited to:

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- Tournament level
- Draw size
- Single, joint, or team event
- Number of tournament days
- Number of courts, venues, and sessions per day

To understand the number of referees required at your event, please get in touch with the WSO Team with a detailed event schedule as soon as possible.

Referee Allocation

Upon receiving the detailed schedule, the WSO Team will appoint the appropriate number of referees required at a tournament to ensure reasonable rest and rotation of referees.

As a guide, the number of referees should be calculated using the principles below:

Non-televised Court	Single referee	2 referees per court
Televised Court	Single referee with Video Review	3 referees per court

WSO Referee Budget

All WSF tournaments are required to meet the minimum referee remuneration figures as detailed in this document under 'Referee Remuneration'.

The WSO Team will contact a tournament following registration with the WSF Team to agree a WSO management fee, this includes the coordination of referee appointments, travel management (including cost cover), invoice / expenses collection, and payment.

The WSO management fee does not include accommodation for WSO Officials throughout a tournament. The Tournament is responsible for booking and covering the cost of accommodation for all assigned WSO referees for the duration of their stay.

For transparency, the WSO referee fees and minimum requirements for tournament cover are detailed below.

WSO Referee Minimum Requirements

WSO referees invited to officiate at an event should receive as a minimum:

Per Diem

- All referees will be paid a per diem to cover out-of-pocket costs, including meals and incidental expenses for each working day. \$50 per day is the recommended amount*.
- Travel days will be paid at fifty percent of the working day per diem rate

**A Tournament may arrange for food vouchers rather than a per diem if agreed with the WSO Team.*

Travel

- Return travel from home to the tournament venue (including travel to the airport on outbound and inbound journeys) and all necessary travel between the hotel and tournament venue
- Where travel by car is being used referees can claim 45p a mile up to the first 200 miles, and then 25p a mile thereafter. Note: This is for the total miles for an event, not by individual journey.

Accommodation

- Accommodation should, if possible, be provided for a WSO Referee in the tournament hotel. If not possible, the hotel must be approved by the WSO Team.

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- It is the responsibility of the tournament to book accommodation for a WSO Referee once they are assigned to the event and confirmed by the WSO Team
- Single room occupancy is preferred
- Breakfast should be included in the room rate. Where this is not possible, the tournament should make an alternative arrangement, such as breakfast in a nearby establishment, or agree with the WSO Team to pay a breakfast per diem at \$15 a day.

Visa

- Visa fees as applicable for country entry

Health

- The cost of injections/medication if considered necessary for travel to the country where the tournament occurs.

WSO Referee On-Site Requirements

Best endeavours should be made to provide the following on-site facilities for WSO referees throughout a tournament:

- A conveniently located meeting room available in the morning of each day's play, equipped with a TV and WiFi.
- A conveniently located lounge area for referee relaxation available through each day's play, equipped with hot drink making facilities.
- Bottled water throughout an event

Referee Remuneration

WSO Referees will be paid the following recommended daily rates for all working days. The fees below include the daily per diem fee as outlined in the 'per diem' section of the minimum requirements above. For clarity, the daily fee does not include travel days.

WSO Referee Attendance Daily Fee

WSO Practical Level	Sum (Excluding of per diems)
Level 4-5	\$200 per working day
Level 3	\$150 per working day
Level 2	\$100 per working day
Level 1	\$75 per working day

Payments will be made via bank transfer.

National Federations may increase the minimum daily fee for referees in line with their local remuneration structure. National Federations or the event are not permitted to lower the daily fee from those outlined above.

All invoices should be returned, with additional travel expenses (where applicable), within seven days of the end of the event.

Receipts must be provided for all additional expenses.
