

SELECTION PROCEDURE OF WAVL AND WAVJL CHIEF REFEREES

Policy Name: Chief Referee Selection Policy

Policy Number: As Per SOP

Document Type: Policy

Effective Date: February 2024

Last Reviewed: March 2026

Next Review: March 2027

Applicable Legislation: NA



Purpose Statement

The purpose of the selection of the Chief Referees across the WAVL and WAVJL season is to provide suitable qualified referees who can provide onsite and offsite referee management, assessment, and administration of games across various venues over the competition season. This is an appointed VWA Senior Official position and is required to report to the VWA Competitions and Events Manager.

Policy Application

This policy applies to all VWA employees, contractors, volunteers, members, and all other people or organisations which by agreement, or otherwise, are bound to comply with this policy.

This policy applies to behaviour occurring during VWA business, activities, competitions, and events.

Definitions

The following definitions are listed to provide clarity for this policy.

AJVC is the Australian Junior Volleyball Championships.

AYBVC is the Australian Youth Beach Volleyball Championship.

AYVC is the Australian Youth Volleyball Championships.

Applicant is the individual applying for a chief referee position.

CEO is Chief Executive Officer.

Exceptional circumstance is if something happens that is out of the ordinary, unavoidable, or unexpected.

Event is a championship, event, tour, or league.

FIVB is Federation of International Volleyball

Member means an individual, club, an affiliated club, or association who is a member of VWA.

WAVJL is Westerns Australia Volleyball Junior League

WAVL is the Western Australia Volleyball League

WWC Act means to the *Working with Children (Criminal Record Checking) Act 2004*

Background

Referees are required to be appointed by VWA as Chief Referees who are available to be contactable at all times during WAVL and WAVJL rounds.

Policy Statement

Volleyball WA is committed to appointing qualified and highly capable Chief Referees to ensure effective officiating management across the WAVL and WAVJL seasons. Chief Referees provide leadership through referee supervision, assessment, development support, and administrative coordination across multiple venues. As senior VWA Officials, they are expected to uphold high standards of professionalism, integrity, and alignment with VWA values. These appointments ensure that officiating within VWA competitions is consistent, well managed, and reflective of best practice, supporting the quality, safety, and integrity of every competition round.

Eligibility for Appointment

- Have no outstanding financial obligations with VWA.
- Not subject to any disciplinary action or the investigation of disciplinary action.
- Obtain and hold a current Working with Children Card.
- Be a current Volleyball WA member.
- Hold a minimum of Level 2 State Referee accreditation.

- It is desirable for the Level 2 State accreditation to have been held for a minimum of two years.
- All nominees without the desired two-year minimum Level 2 State accreditation must include a written recommendation from a VWA Referee mentor/assessor for their nomination to be considered.

Application and Process

- Volleyball WA will notify members and interested parties when applications for the Chief Referee positions are open via VWA website, VWA Facebook and VWA Instagram or via direct email.
- The online application form and due dates will be included when VWA notify members and interested parties that applications are now being taken.
- Applicants eligible for selection are required to complete all sections of the online application form and submit the form prior to the due date.
- VWA will confirm receipt of application via email.
- No application forms will be accepted after the due date.
- Applications undergo checks for eligibility in accordance with the information outlined.
- A list of applicants are provided to the Selection Panel.
- After the applications close, the Referee Selection Panel will convene.
- When the Referee Selection Panel has agreed upon the selection of the Referee position/s, the Referee Selection Panel will provide a list of selected applicants to the Chief Executive Officer (CEO) for ratification.
- The successful and unsuccessful applicants will be advised of selection/non selection after ratification by the CEO.

Selection Panel Roles and Responsibilities

The Selection Panel is responsible for carefully applying the established procedures and relevant selection criteria when selecting the Chief Referees for the WAVL and WAVJL season. They have been delegated the authority to select the Chief Referees by Volleyball WA and to exercise discretion judiciously and with sound judgement.

- Each Selection Panel member has a vote with the exemption of the VWA Senior Competitions Coordinator (non-voting capacity) whose role is the minute taker.
- The selection of the Chief Referee positions shall be by majority vote. In the event of a tied vote, the Meeting Chair shall have the casting vote.
- Selection Panel members cannot select applicants who do not meet the eligibility criteria as outlined in this policy.
- When the Selection Panel has agreed upon the selected referees, the Panel will provide the list of recommended persons to the CEO for ratification.
- The Selection Panel cannot advise the community or applicants of the selection outcome. The VWA office will notify all applicants of successful and unsuccessful after CEO ratification.
- The Selection Panel is required to document the process it follows and provide rationale for its selection decisions.

Selection Panel Composition

The Selection Panel for the Chief Referee role will consist of the following:

- VWA Competitions and Events Manager (Chair).
- One external representative possessing extensive refereeing knowledge and relevant experience to ensure impartial and informed assessment.

- VWA Referee Committee Chairperson or the Indoor Volleyball Referee Committee representative endorsed by the CEO.
- VWA Senior Competitions Coordinator (non-voting capacity).

If a member of the Selection Panel nominates themselves for a Chief Referee role for the WAVL and WAVJL season or is perceived to have a material or Conflict of Interest, a member of the Referee Committee will replace the panel member for the selection process. All Conflicts of Interest must be declared and recorded in the meeting notes.

Selection Criteria

Only Applicants who meet all eligibility requirements and the selection criteria specified below will be considered for appointment.

- Fulfilment of all eligibility requirements outlined.
- Capable and willing to undertake all roles and responsibilities as outlined in the Position Description of the Chief Referee.
- Willingness and availability to take on the Chief Referee role as per the rostered days allocated by the Chief Referee Representative.

The Selection Panel may also consider:

- Actively demonstrate leadership, commitment to refereeing and willingness to share knowledge and mentoring of new or current referees.
- Ability to provide guidance, support, and interpretation of the FIVB Volleyball Rules and the VWA WAVL and WAVJL Competition & Regulations Handbooks, including understanding and applying the intent, purpose, and application of the rules.
- Strong interpersonal skills to establish rapport with key stakeholders across the WAVL and WAVJL competition seasons.
- Ability to manage conflict resolution, including addressing concerns or disputes professionally, maintaining impartiality, facilitating respectful communication between parties, and ensuring outcomes that align with competition rules, integrity standards, and the expectations of Volleyball WA.
- Organisational capabilities to manage tasks concurrently, ensuring priorities are met.
- Ability to complete the required administrative expectations of VWA.

Selection Appeals

An appeal may only be lodged on the grounds that the Selection Panel failed to properly follow the prescribed selection procedures set out in this policy. Appeals cannot be made in relation to the merits of the selection decision itself.

Disagreement with a selection outcome does not constitute grounds for appeal

Notice of Appeal

- The appellant must give written notice, including grounds of their appeal to the VWA Chief Executive Officer ceo@volleyballwa.com.au within 48 hours of selected referees being announced. The written notice must outline:
 - The decision in question.
 - The ground(s) on which the appeal is being made.
 - The reasons or circumstances supporting the alleged ground of appeal.
- The written notice is to be accompanied by an Appeal Fee payment of \$150.00. If the appeal is successful, the appeal fee will be refunded in full.

- The appellant must be the individual who has not been selected or a parent/guardian if the individual is under the age of 18.

Selection Appeals Tribunal Composition

The Selection Appeals Tribunal shall comprise of:

- A Chair, appointed from the VWA Board.
- A board endorsed individual with demonstrated expertise in high performance volleyball or sport, and with skills appropriate for tribunal Panel.
- A representative from Volleyball Australia or suitably qualified representative nominated by Sport West.

Anyone sitting on the Selection Appeals Tribunal must not have a relationship with the non-selected person(s) appealing the Selection Panel's decision.

Selection Appeals Tribunal Roles and Responsibilities

- The Appeals Tribunal's role is strictly procedural, limited to determining whether due process was followed.
- To convene a hearing within 10 working days of VWA receiving the appeal.
- Give the appellant and the Selection Panel every opportunity to be heard.
- Give due consideration to any written statement by the appellant.
- The Selection Appeals Tribunal has no power of selection or reselection.
- Allow all relevant parties to be present (online or face to face) along with their adult representative (not being legally trained or qualified).
- When required, the Selection Appeals Tribunal may request or require such persons or any other witness to attend the hearing or provide such evidence as is available.
- Consider all relevant and available information and shall arrive at a finding.

Outcomes of the Selection Appeals Tribunal

- If the Selection Appeals Tribunal considers the grounds (alleged by the appellant to be satisfied), the Tribunal shall refer the matter back to the relevant Selection Panel for reconsideration. Each Selection Panel member shall comply with any direction provided by the Selection Appeals Tribunal in any referral.
- Any further selection decision of the Selection Panel under the direction of the Selection Appeals Tribunal shall be final, and no further appeal shall be available to the Appellant.
- The Selection Appeals Tribunal will notify the VWA Chief Executive Officer of the outcome of the Tribunal, who shall notify the appellant and VWA Board as soon as practical after the meeting, including the Tribunal's finding, high level summary of reasons and any direction provided to the Selection Panel.
- If the Selection Panel is required to reconvene a selection meeting, it will be required within 10 days of the Selection Appeal Tribunal.

Policy Breaches

VWA will take all breaches of the policy seriously and will ensure they are dealt with promptly, sensitively, and confidentially.

Disciplinary action may be taken against a person who is found in breach of this policy, in accordance with the Complaints Management Procedure.

If a criminal offence is considered to have been committed, the appropriate authorities will be contacted for advice and guidance.

Document Control

Version History

Date	Version number	Executive Summary of changes
March 2024	1.0	Introduction of Selection Procedure for WAVL/WAVJL Chief Referees
March 2025	2.0	Changes to formatting and branding were updated
March 2026	3.0	<ul style="list-style-type: none">Renamed document as a policy as it complies with format for a Selection PolicyAdded Policy Application and DefinitionsUpdated information in Policy StatementRenamed Selection Committee to Selection PanelUpdated members of the Selection CommitteeAdded additional information within the Selection CriteriaRatification of selection changed to CEO instead of VWA BoardRevision of Selection Appeals which includes changes to Notice of Appeal, Selection Tribunal composition and Outcomes of Selection Appeals TribunalAdded in Policy Breaches sectionIncluded links to applicable policies and procedures

Appendix & Relevant Policies and Procedures

[VWA Alcohol Policy](#)

[VWA Code of Conduct](#)

[VWA Complaints, Disputes and Discipline Addendum](#)

[VA Complaints, Disputes and Discipline Policy](#)

[VA Member Protection Policy](#)

[VA Safeguarding Children and Young People Policy](#)

[Working With Children Check](#)

[FIVB Volleyball Rules](#)

[WAVL Competitions & Regulations Handbook](#)

[WAVJL Competitions & Regulations Handbook](#)