



## **2017 Kanga Cup Referee Youth Academy (KCRYA) – Manual**

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## **Overview Information**

### **1. Background to Academy**

The Kanga Cup Referee Youth Academy (KCRYA) is an opportunity for selected interstate, overseas and local referees to receive intensive coaching and mentoring, with a focus on developing referees in a tournament environment in the 15 to 18 age group.

The KCRYA has the support of the FFA with the official curriculum using resources from the FFA Level 3 and Level 4 course. Referees will make new friends in a supportive environment; there is no better week in the year for a young referee who is serious about improving and going to the next level.

As a member of the KCRYA referees will be involved in:

- A week long in-house Academy experience with up to fifty other referees from Canberra, interstate, overseas, and similarly based referee coaches;
- Refereeing at Kanga Cup throughout the week in panel groups, including finals, reflective of their qualifications, experience, age and tournament performance;
- Nightly seminars (first four nights) including some run by current and former FIFA Referees;
- Feedback upon their refereeing, including their performance as a Referee and as an Assistant Referee via electronic coaching forms and individual sessions with referee coaches; and
- Social activities; including a presentation dinner on Thursday night, and a social event on Friday night after the Finals.

### **2. Where and When?**

The Referee Youth Academy is run in conjunction with the annual Kanga Cup Tournament, a week-long event held in Canberra in July each year typically in the first week of the A.C.T school holidays. The Academy runs from Saturday to Saturday inclusive.

The Kanga Cup is the largest international youth football tournament in the southern hemisphere, with teams from across Australia and overseas competing in a range of age and skill level divisions. In 2016, the tournament involved 378 teams and it continues to champion the mission of uniting the youth of the world through football. The Kanga Cup is run by Capital Football (CF), the governing body for football in the A.C.T, and is sanctioned by both the Football Federation of Australia, and the Asian Football Confederation.

The Kanga Cup is for male and female teams from under ten to under eighteen of either school or club origin. Three divisions are available in each age group to cater for elite or representative to just participation.

### **3. Who can apply to participate, costs?**

This opportunity is aimed at approximately fifty young male and female referees who are serious about improving and going to the next level with their refereeing. They will referee exclusively in the junior competitions (U12s to U18s inclusive), not minis (U11s and younger). Referees are appointed to a panel that suits their qualifications and referees of varying experience are encouraged to apply i.e. given the range of age groups and competition levels, the Academy is not just for elite referees.

As a principle, referees can apply and attend the Academy on two separate occasions.

Selected referees are housed at the Australian Institute of Sport (AIS) throughout the week in twin bunk bed shared accommodation. They are supervised by CF staff and up to fifteen referee coaches, who will also live in-house at the AIS for the duration of the KCRYA. Male and female referees are housed in separate blocks, with each block also housing a “host” referee coach. Referees and referee coaches do not share rooms. A female referee liaison officer shares the block with female referees. Referees are not permitted to leave the AIS unless accompanied by a CF representative.

Referees are responsible for their own travel costs to and from Canberra, as well as their incidental costs\* during the week. Costs met by CF include:

- Agreed transfers from arrival point in Canberra to the AIS
- Accommodation at the AIS
- Breakfast and dinner at the fantastic dining room at the AIS
- Healthy packed lunch provided by AIS each day
- Daily return transfers to venues and social activities
- Recovery sessions held at the AIS each night (plunge pool etc.)
- Referee coaching and technical sessions
- Daily physiotherapy services as appropriate.

No other costs incurred by applicants will be met by CF except at the sole discretion of the Kanga Cup Referee Technical Director or their designated agent.

Please note: in lieu of above, no referee match fees are paid to Academy

*\* Incidental costs can include own purchases from canteens at venues, vending machines/treats purchases at AIS, washing and drying using the AIS laundry, Friday night social activities (partially subsidised).*

### **4. Applications and acceptance process**

CF will open Expressions of Interest (EoI) for the 2017 KCRYA in the last quarter of 2016. The KCRYA will run from 1-8 July 2017 inclusive. Referees must be available to arrive no later than 12 noon on Saturday 1 July 2017 and leave by 10:00am on Saturday 8 July 2017.

Priority will be given to referees who can meet this attendance requirement with any exceptions being at the discretion of the Kanga Cup Referee Technical Director. Referees should advise their local Associations of this obligation.

All applications will be need to be lodged through an electronic application process which will be available on the CF website [Capital Football](#) and/or the official Kanga Cup website [2017 NSR Kanga Cup](#).

For the 2017 Tournament, CF will also be establishing an ongoing relationship with specific local Associations who have traditionally supported Kanga Cup. These regions will have the opportunity to nominate a cohort of local referees/referee coaches to attend Academy. The concept is to encourage and build relationships which allow the exchange of information both pre and post Tournament including coaching sheets to aide referee development.

This means there could be several stages in the Academy referee selection process until the quota is filled.

In applying, referees will be asked to provide both personal and refereeing information with the latter including:

- Age;
- When you started refereeing;
- Current referee qualification level and when it was obtained;
- The normal level and the highest age and level officiated as a referee;
- Assistant Referee experience;
- Refereeing Preference: i.e. Referee or an Assistant Referee but you'll do both at Kanga Cup;
- Contact details for their local referee coach/coordinator to allow appropriate checks to be made

Referees who apply will:

- a) Have their application acknowledged within 48 hours of receipt
- b) Be advised within two (2) weeks of the status of their application
- c) Be formally advised on the success or otherwise of their application within a month (note: this may include they have been accepted, place on the pending list or not successful)

It must be noted that during the application, you will be asked to provide an e-mail address. Please ensure that the e-mail address supplied is one that you will access to as this is where the Coaching forms will be sent. Please provide both your parents and your e-mail address.

## **Referee Academy Structure**

### **5. Academy Management and Structure**

The KCRYA is run by CF as an integral part of the Kanga Cup Tournament. CF and the KCRYA have the support of the FFA, with the official curriculum using resources from FFA courses.

Kanga Cup Referees (both Academy and A.C.T based) are supported by a network of referee coaches from Australia and from overseas (New Zealand, and Portugal in 2016). Additionally, the AIS based KCRYA referees are supported by referee coaches who also live-in at the AIS, attend games, and participate in the technical sessions. All coaching is undertaken in line with FFA guidelines.

Referee coaches from interstate and overseas are accepted to participate in the KCRYA based on their commitment to assisting with the professional and personal development of youth referees.

The CF Kanga Cup refereeing team is led by the CF Referee Manager as the overall Kanga Cup Referee Technical Director and Academy Leader. CF also appoints a Referee Coach Coordinator, an Appointments Officer and an Academy Female Referee Liaison Officer and other staff as necessary.

The KC referee team live in-house at the AIS and run the Academy activities with the assistance of the appointed referee coaches.

Mentor groups are established within the KCRYA and led by the referee coaches. These groups exist for the full week and act as a sounding board for referees and groupings for technical sessions.

### **6. Academy Program and Activities**

KCRYA members live in-house at the AIS and are involved in refereeing in the junior competition, participating in technical seminars, practical training sessions and are encouraged to fully engage with feedback sessions with the in-house referee coaches to maximize their learning and development.

For example purposes only, the 2016 KCRYA program has been included at Attachment A. An abridged version of the 2016 program is as follows:

Saturday: Arrive AIS by 1:00pm, welcome, tech seminars, ice breaker  
Sunday: KC Briefing Seminar, training, KC Opening, tech seminars (all day)  
Monday: Round robin games, tech seminars (all day)  
Tuesday: Round robin games, tech seminar (all day)  
Wednesday: Round robin games, casual night (all day)  
Thursday: Semi-finals, presentation dinner (all day)  
Friday: Finals, fun night out (all day)  
Saturday: Depart AIS (by 10:00am)

The details of the 2017 program are currently under consideration. Based on feedback from 2016, a number of changes are being considered including:

- Revised and earlier ice breaker activities;
- More practical sessions;
- Improvements to the AIS Referees Hub to provide more space and time for relaxation, as well as separate spaces for administrative activities and referee downtime.

## **7. Referee Appointments Process – procedure including finals**

Over one hundred and ninety referees from across Australia and overseas participate in the Kanga Cup, with approximately fifty involved in the KCRYA. All Appointments including finals appointments are the responsibility of, and made at the discretion of CF and its staff. No further correspondence will be undertaken on these decisions.

Referees aged fifteen to eighteen years of age from across Australia and overseas are invited to apply for the KCRYA if they meet certain eligibility criteria. Referees who hold a minimum of FFA Level Four and a maximum of FFA Level Three referee qualifications or their equivalent (eg New Zealand) are eligible to apply with exceptions to be considered by Capital Football on a case by case basis. Additionally, a minimum of one full year or season experience as a referee is required. The applicant's local Referee Association will be asked to formally agree to the applying referee's participation and to endorse the experience the applicant has indicated as being accurate.

As previously indicated, KCRYA referees will referee exclusively in the junior competitions (U12s to U18s), *not* Small Sided Games (U11s and younger).

There are three levels in the competition namely the Cup, Plate and Shield levels.

All referees are initially appointed to the appropriate age group and level based on their experience and age. Based on their performance and referee coaching assessments, adjustments can be made to the level at which they referee. This applies equally to KCRYA and non KCRYA referees.

Finals appointments are made based on overall referee performance and overall off-field behaviour and attitude. It is Capital Football's intention that all KCRYA participants will receive a finals appointment. This may be as a Referee, Assistant Referee or 4<sup>th</sup> Official.

All Kanga Cup Referees are assessed and considered for both pool and final appointments.

- **N.B:** Non-KCRYA local referees up to twenty years of age are equally considered for finals appointments.

### **At the Referee Academy**

## **8. Academy Safety, expected behaviour standard and disciplinary action**

Referee welfare is a key issue in football, and is particularly important in the Academy sense; where referees are away from their normal environment and the *heat of competition* is squashed into a few days. Players, coaches and spectators often forget the *Respect* slogan, and that referees themselves are still learning and need to be supported, not abused. KCRYA referees need to remember they are our ambassadors both on and off the field.

During the week of the Kanga Cup, all KCRYA referees and referee coaches staying at the AIS are required to abide by the following rules in conjunction with the KC Code of Conduct. Referees and referee coaches must follow the directions and instruction of supervisors at the AIS at all times:

- Referees lights out in sleeping areas by 10:30pm
- No alcohol, non-prescribed drugs or offensive material is permitted at the AIS at any time
- No smoking at any time
- Referees must stay under supervision at all times
- Referees and referee coaches must be mindful of others who share the AIS. Others may wish to sleep or rest without loud interruptions
- Offenders exhibiting poor or unacceptable behaviour will be dealt with appropriately. This includes removal from appointments including finals or being subject to immediate dismissal from the KC and being sent home (at the referees cost) as well as being reported to your local branch.

## **9. Academy Referee Responsibilities**

As part of the Respect Program introduced during the 2015 Kanga Cup, all referees are required to sign a Code of Conduct. The main points of this are:

- Referee to the best of your ability at all times with respect to the Laws of the Game;
- Be punctual, prepared and well presented for all match appointments;
- Treat others the way you wish to be treated;
- Show respect to all competitors, coaches, referees, volunteers and spectators;
- Demonstrate good sportsmanship and fair play at all times;
- Support, help and assist fellow referees and match officials;
- Display exemplary behaviour and language, both on and off the pitch, at all times;
- Be a leader and role model for referee colleagues;
- Cooperate with management, ground coordinators, referee coordinators and referee coaches;
- Enjoy the experience and allow others to also do so.

Medicinal drugs are permitted if provided by parents/carers, or if urgent medical attention is provided in line with the agreed terms and conditions of signing into the Academy. The FFA's policy can be found at [Anti-doping Policy](#).

The Academy will follow the [Social Media Policy](#) as set by Capital Football.

## **10. Academy Dorm Arrangements and Responsibilities**

The AIS Guest Manual can be accessed online at: [AIS Guest Information](#)

This Manual outlines many details about staying at AIS including accommodation and dining facilities plus important facts such as sheets etc. are all provided (although you have to make your own bed!). It also suggests you bring an extra towel if you plan to try and fit in a swim. All referee accommodation is *twin share*. All rooms have bunk beds x 2. Referee coaches will not be sharing rooms with referees.

*Pastoral Care is an important part of our role at Academy:* Referee coaches will be spread across the blocks of rooms in use for security and pastoral care reasons.

## **11. Meal/Dining arrangements**

Academy based Referees need to be disciplined about their diet and hydration during the week to ensure they do everything possible to stay injury free. The AIS provides the perfect environment to achieve this goal. Breakfast and dinner will be held in the AIS Dining Room on most days, except where there are off-site activities later in the week. Feedback from the 2016 Kanga Cup referees was extremely positive about the AIS dining facility! Lunches will also be packed by the AIS and provided to all KCRYA referees.

Access to the nutritious food served in the AIS dining hall plays an important part in refueling athletes' bodies to enable them to be able to train and perform at the highest level. AIS guests, like the KCRYA referees, share the same menu; which is important given their heavy workload during the week.

The AIS is committed to providing a supportive food environment that caters to a range of dietary needs. The AIS Dining Hall buffet contains fresh vegetables and a significant salad bar which contains a wide variety of salad ingredients individually presented. Additionally, they provide at least two different protein options for selection. All catering staff at the AIS Dining Hall are required to undertake and maintain training with regards to Allergen Control and Awareness policies, both in the kitchen and meal preparation. All catering staff are trained with regards to the importance of allergies and the subsequent need to follow recipes closely and avoid cross contamination. This training is undertaken in collaboration with the AIS Foodservice Dietitian.

Referees who are accepted into the Academy will be asked to complete a dietary form which will highlight any issues individual referees may have so they can be accommodated by the AIS.

## **You and the Referee Academy**

### **12. Fitness to Attend Academy – injury and sickness**

Places at the KCRYA are limited and it is important that you are fit and healthy to participate and undertake your refereeing duties throughout the week. Unfortunately, accidents do happen and sickness does strike in the period leading up to the Academy.

In the interests of equity and fairness, it is important that referees who are carrying injuries or are ill withdraw from the KCRYA by notifying the CF Referee Development Manager. If you are injured or in doubt, you should not attend Kanga Cup and we may be able to offer your spot to another referee who is fit.

The AIS allows the Academy to use their facilities on the basis that attendees are fit and healthy. Anyone not meeting these requirements will be subject to review and if necessary, arrangements made for them to go home (at the referees cost).

### **13. What is provided, what to bring**

Apart from the standard *weather warning* regarding Canberra in July, the following advice might be useful:

You will need to bring the following items:

- Clothing
  - Referee kit (clothing and referee tools). *Note: Black referee shirts will be the required uniform unless there is a conflict with one of the teams i.e. you should bring a colour change but this should be a default option only for when there is a clash)*
  - Your own copy of the Laws of the Game book
  - Sleep wear and toiletries
  - Casual clothing to wear at the AIS.
  - Swimmers and towel for recovery sessions.
  - Casual going out clothes for Thursday and Friday night events

- Other things:

Bring everything you'd normally bring when you go away. Don't forget to have a look again at the AIS Handbook about the venue and what's available etc.

***Please note: the AIS fire alarm system is very sensitive and doesn't like aerosol cans which cost \$1500 for a false alarm. On this basis they are NOT ALLOWED – bring a roll-on please.***

### **14. Medical conditions and treatment during Academy, Emergency procedure**

Referees will need to report personal injuries to the Venue Referee Coordinator. This will need to be done urgently if it serious and/or impacts any appointments. Referee coaches will note injuries and assist as required. Referees will need to report injuries which will impact future appointments to the Appointments officer as soon as possible. A contact phone number will be provided to facilitate this.

As a policy, injured referees who cannot complete their appointments or are not fit to referee on any particular day will not be considered for appointments the following day. This will apply to both round robin matches and finals matches, with all decisions made at the discretion of the KCRYA Referee Technical Director or his delegate as appropriate on a case by case basis. No further correspondence will be undertaken on these decisions.

Basic first aid services will be provided within the KCRYA by appropriately qualified staff. In addition, a physiotherapy service will be available at the AIS between 6:00-7:00am and 5:00-6:00pm each day (Monday to Friday mornings and evenings).

**Note:** Injury assessment and stretching exercises will only be available in the PM session.

If Emergency care is required, it will be provided in line with the agreement signed upon accepting an offer to participate in the Academy

### **15. Travel arrangements/responsibilities. Drop off & pick up**

All referees are responsible for their travel arrangements and costs in travelling to and from Canberra. CF will arrange and provide free transfers for referees arriving and departing by plane, bus or train to and from their point of arrival and departure in Canberra. These details will be obtained from referees close to the Tournament.

Referees will check into the AIS accommodation from lunchtime on Saturday 1 July 2017 (time to be confirmed). Earlier arrivals will be organised on an individual basis based on the travel information you provide to CF.

### **General Information relating to the Referee Academy**

#### **16. Frequently Asked Questions**

##### **a. I attended Academy last year, can I attend again?**

*Capital Football allows selected referees to attend KCRYA on two occasions. Referees wishing to attend a 2<sup>nd</sup> time should apply through the normal process when applications are sought.*

##### **b. I can't arrive until Saturday night?**

*Capital Football asks all KCRYA referees to arrive by lunchtime Saturday and preference is given to those who can meet this requirement. Any exceptions will be considered on a case by case basis by the Technical Director or his delegate. It is also CF's preference that KCRYA referees do not referee that day for their own Associations given the heavy load during KC week.*

##### **c. Can I play and be part of KCRYA?**

*Due to the full time nature of Academy activities, KCRYA referees cannot play and referee at Kanga Cup.*

**17. Application Form** – <http://kangacup.com/about-kanga-cup/referees/>

**18. Academy Rules and Regulations** – these will be made as required by Capital Football to complement this Manual.

**Attachment A****Kanga Cup Academy– Detailed Program – as at 1 July 2016 – subject to change**

<b>Time</b>	<b>Event</b>
	<b>Saturday 2 July 2016</b>
After 1:00pm	Book into AIS
2:00pm	Informal Academy coaches get together
3:00pm	War memorial visit
5:30pm	Return to AIS from War memorial; includes “lolly” stop etc.
6:00-6:30pm	Dinner
6:45-7:00pm	Welcome, Academy rules - KCRTD
7:00-7.45pm	KCRYA Seminar 1: Active Recovery
7:45- 9.00pm	Ice-Breaker Event
9:00-10:00pm	Free time for referees
9:00-10.00pm	Academy coaches meeting, preview Sunday
10:00pm	Lights out
	<b>Sunday 3 July 2016</b>
7:30am	Breakfast: Academy coaches
8:00am	Academy and local ref coaches meeting
8:15am	Breakfast: Academy referees
9:00am	KC Referee Seminar: Minis
10:00am	KC Referee Seminar: Junior
11:00- 12 noon	Academy referees practical session
12:15-12.45pm	Lunch:
1:00-1:30pm	Free time
1:45pm	Depart AIS for Opening Ceremony
2:30pm	Kanga Cup Opening ceremony, march
5:15pm	Return from Opening Ceremony
6:00-6:30pm	Dinner
6:30-7:00pm	Gear prep for Monday
7:00-7:45pm	KCRYA Seminar 2: Nutrition
7:45-9.00pm	KCRYA seminar 3: Referee Resilience
9:00-10:00pm	Free time for referees
9:00-10.00pm	Academy coaches meeting, preview Monday
10:00pm	Lights out
	<b>Monday 4 July – Wednesday 6 July 2016</b>
6:00-7:00am	Physiotherapist
6:30am	Breakfast
7:15am	Daily Briefing, pick up lunches
7:30am	Buses depart for various venues
8:00-8:15am	Warm up session at venues
8:30-4:00pm	Matches
4:00-5:00pm	Warm –down then return to AIS

5:00-6:00pm	Recovery (in groups of 15 day one 5 + 5:30)
5:00-6:00pm	Physiotherapist
5:00-6:00pm	Ref feedback, appts review/adjustments
6:00-6:30pm	Dinner
6:30-7:00pm	Prep for evening sessions
7:00-8:00pm	KCRYA Seminar: Positioning
8:00-9:00pm	Free time
8:30-10:00pm	Academy coaches meeting, preview next day
10:00pm	Lights out
	<b>Thursday 7 July 2016</b>
6:00-7:00am	Physiotherapist
6:30am	Breakfast
7:15am	Daily Briefing, pick up lunches
7:30am	Buses depart for various venues
8:00-8:15am	Briefing, warm up session at venues
8:30-4:00pm	Matches
4:00-5:00pm	Warm –down then return to AIS
5:00-6:00pm	Recovery, Plunge Pool (in groups of ten)
5:00-6:00pm	Physiotherapist
5:00-6:00pm	Finals appts review/adjustments
6:15pm	Buses depart for dinner
6:30-8:30pm	Dinner, Academy presentations
8:30pm	Buses return
8:30-10:00pm	Coaches meeting, discuss final day, roles
10:00pm	Lights out
	<b>Friday 8 July 2016</b>
6:30am	Breakfast
7:15am	Daily Briefing, pick up lunches
7:30am	Buses depart for finals
8:00-8:15am	Briefing, warm up session
8:30-3:30pm	Finals as appointed
4:00pm	Return to AIS
5:15-5:45pm	Dinner
6:00pm	Buses depart for last night activity
8:30pm	Buses return to AIS
9:00-10.00pm	Free time
10:00pm	Lights out
	<b>Saturday 9 July 2016</b>
7:30am	Breakfast
By 10:00am	Depart AIS