



# National Referee Committee Manual



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## PREAMBLE

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The Volleyball Canada Referee Committee manual serves as a comprehensive resource for all referees across Canada. This manual is designed to support the consistent development, administration, and excellence of officiating within the Canadian volleyball community.

Intended as a reference guide, the manual is tailored for the Volleyball Canada Referee Committee Chair, the Referee Committee Executive, Regional Referee Chairpersons, Volleyball Canada staff, and referees at all levels within the country.

## PURPOSE AND SCOPE

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This manual provides essential information about the Referee Committee's operations, including:

- **Mandate:** The vision and mission guiding the committee's efforts.
- **Structure:** An outline of the organizational framework that supports referee management and development.
- **Programs:** Details of initiatives aimed at enhancing referee skills, knowledge, and performance.
- **Certification and Promotion:** A clear pathway for referees to achieve certification at various levels and advance through the officiating ranks.
- **Referee Code of Ethics:** The professional standards and values that all referees are expected to uphold.
- **Administrative Guidelines:** Best practices for managing referee related activities and correspondence.
- **Rules of Play Guidelines:** Practical instructions and interpretations to assist referees in applying and enforcing the rules of the game effectively.

## COMMITMENT TO EXCELLENCE

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Volleyball Canada is committed to fostering an inclusive, transparent, and professional referee environment. The manual reflects this commitment by equipping referees with the tools and knowledge they need to succeed, from grassroots levels to the international stage.

By aligning with the guidelines outlined in this manual, referee and committee members contribute to the consistent application of standards, ensuring fairness and integrity in volleyball matches across the country.

This updated and user-friendly manual is your go-to resource for all matters related to refereeing, empowering you to make informed decisions and continue growing within the sport.



## VOLLEYBALL CANADA – NATIONAL REFEREE COMMITTEE

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### MANDATE

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The National Referee Committee, as part of Volleyball Canada, provides leadership and direction in referee development, education, and guidelines. Acting in an advisory capacity to the Board of Directors and operations staff, the Committee ensures alignment with organizational goals by recommending initiatives and seeking input from members for Board approval. It may establish sub-committees to support its objectives, with all members committed to acting with honesty and integrity in fulfilling their responsibilities.

### DUTIES AND RESPONSIBILITIES

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- a) Review and adhere to the Terms of Reference
- b) Promote the development of
  - a. the national referee certification program to ensure a high level of officiating in Canada.
  - b. the International Referee Certification Program to ensure Canadian referees are represented at the FIVB competitions.
  - c. A beach referee program (domestic and international)
  - d. A para referee program (domestic and international)
  - e. Effective communication amongst Volleyball Canada's registered referees and with the volleyball community
- c) Work with Provinces and Territorial Associations (PTAs)
  - a. To educate, train and certify referees at the local, provincial, and international levels,
  - b. Or other volleyball stakeholders to assist in the development and recruitment of referees, and
  - c. Or other volleyball stakeholders in delivering the Referee Development Program to the volleyball community
- d) Facilitate access to the necessary documentation for referees
- e) Ensure that the Rules of the Game and Guidelines for Referees in Canada are consistent with those developed by the FIVB, and are applicable for Volleyball Canada Age Class competitions
- f) Perform additional tasks assigned to the committee by the CEO.



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## COMPOSITION

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The National Referee Committee consists of 5 to 11 members, including a Chairperson and Volleyball Canada's Referee Development Manager. The Referee Committee Chairperson, appointed by the Chair of the Board, is responsible for oversight and selection of the sub-committee members.

Committee members will be appointed for a one-year term, unless otherwise determined by the Chairperson.

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## SUB-COMMITTEES

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The National Referee Committee will consist of nine (9) sub-committees established to support the development and promotion of volleyball referees and related programs throughout Canada.

Each sub-committee will be led by a designated member who reports to the Referee Committee Chairperson and is accountable for the sub-committee's operations. These leaders may recruit volunteers from within the referee community to help fulfill the sub-committee's responsibilities.

The National Referee Chairperson will serve as an ex-officio member of all sub-committees.

The current sub-committees are:

1. Domestic Development – Volleyball
2. Domestic Development – Beach Volleyball
3. International / High-Performance – Volleyball
4. International / High-Performance – Beach Volleyball
5. Domestic Development – Para Volleyball
6. National Promotions – Volleyball
7. Refereeing for Women
8. Communications and Awards
9. National Championships



## SUB-COMMITTEE MANDATES

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### **Domestic Development – Volleyball**

This sub-committee oversees the delivery and maintenance of referee development programs for Levels 1 through 4 (indoor). It ensures that clinicians, evaluators, mentors, and supervisors are properly trained to deliver consistent messaging across all Provincial/Territorial Associations.

The programs will be aligned to ensure that referees possess the necessary skills at each stage of development, enabling smooth progression to higher levels.

### **Domestic Development – Beach Volleyball**

This sub-committee is responsible for providing and maintaining referee development programs for Levels 1 through 4 (beach). It ensures that clinicians, evaluators, mentors, and supervisors are consistently and effectively trained across all Provincial/Territorial Associations. The development pathway will be structured to equip referees with the skills required for advancement.

### **International / High-Performance – Volleyball**

This sub-committee focuses on identifying and developing referees with the potential to reach High Performance or International certification in indoor volleyball. It will create a long-term development plan to identify talent early and support their progression through the necessary stages.

### **International / High-Performance – Beach Volleyball**

This sub-committee shares the same objectives as its indoor counterpart but focuses on beach volleyball. It will identify promising individuals and implement long-term development plans to prepare them for High Performance or International certification.

### **Domestic Development – Para Volleyball**

This sub-committee is responsible for identifying and supporting the development of sitting volleyball referees with the potential to achieve International certification.

### **National Promotions**

This sub-committee collaborates with Provincial/Territorial Associations to identify and support the development of referees with the potential to achieve Level 4 certification. It is responsible for designing and implementing both theoretical and practical assessment plans to ensure that candidates who attain Level 4 certification are fully prepared to officiate at the highest levels of domestic volleyball in Canada.

### **Refereeing for Women**

This sub-committee is responsible for raising awareness of opportunities available to female referees. It will develop strategies to identify and remove barriers that hinder the development and advancement of women in officiating.





### **Communications and Awards**

This sub-committee is tasked with creating and implementing a strategy for timely, effective communication to all referees across Canada. It will also develop initiatives to celebrate and highlight the achievements of Canadian referees at both domestic and international levels.

### **National Championships**

This sub-committee works in collaboration with the Volleyball Canada Referee Administrator and Referee Development Manager to develop and execute plans for referee services at major national events, including the Volleyball Canada National Championships, Canada Games, and the Canada Cup. It also coordinates referee assignments for U SPORTS and CCAA National Championships. Additionally, the committee is responsible for the development and training of Referee Development Team members—including Supervisors, Coaches/Mentors, and Assignors—at these events.

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## **REGIONAL REFEREE CHAIRPERSON**

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Each Province and Territory is required to appoint a Regional Referee Chairperson. The Regional Chairperson is responsible for overseeing the development and implementation of the referee program within their region, in alignment with the procedures set by the Volleyball Canada National Referee Committee.

Regional Chairpersons will be invited to participate in the annual Volleyball Canada National Referee Committee meeting.

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## **NATIONAL REFEREE COMMITTEE MEETING**

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The National Referee Committee will convene as needed – by telephone, video conference, or in person – at the discretion of the Chairperson.

An in-person meeting of the National Referee Committee will be held in conjunction with Volleyball Canada's AGM and Convention. All Regional Referee Chairpersons will be invited to attend this annual meeting.

A quorum will be a majority of the members of the Committee.

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## **REFEREE COMMITTEE MEETING DETAILS**

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The date and location of the annual National Referee Committee meeting will be determined by the Referee Committee Chairperson in consultation with Volleyball Canada staff. A formal notice including meeting details will be sent to all participants at least six weeks in advance.



## VOTING

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Each appointed sub-committee lead and the National Referee Chairperson will have one (1) vote at the National Referee Committee Meeting. Decisions on motions will be determined by a simple majority vote.

It will be customary, but not mandatory, for the National Referee Chairperson to vote only in the event of a tie.

## MOTIONS

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All motions passed at the National Referee Committee meeting must be submitted to the Volleyball Canada Board of Directors for ratification.

## EXPENSES

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Travel, accommodation, and per diem expenses for members of the National Referee Committee are the responsibility of Volleyball Canada. All reimbursements will follow the current rates established by Volleyball Canada's Board of Directors.

Travel, accommodation, and per diem expenses for Regional Referee Chairpersons are the responsibility of their Provincial / Territorial Association.

## RULES OF ORDER

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Unless otherwise stated, the National Referee Committee meeting will be conducted according to commonly accepted rules of order.

## MEETING BOOK AND REPORTS

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The National Referee Chairperson, in collaboration with Volleyball Canada Staff, will prepare a meeting book for the annual National Referee Committee meeting. This book will include the previous year's meeting minutes current year meeting along with the draft financial statement for the National Referee Committee.

The meeting book will be distributed electronically to participants either prior to or at the meeting, depending on the timely receipt of reports from sub-committee leads and Regional Referee Chairpersons.

All written reports from sub-committee leads and Regional Referee Chairpersons must be submitted no later than two (2) weeks prior to the meeting to be included in the meeting book.



## FORM AND INFORMATION SUBMISSION TIMELINES

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Volleyball Canada timelines are intended to guide the various roles in fulfilling their administrative responsibilities. These timelines support the effective planning and delivery of services to referees, helping to ensure consistency, efficiency, and overall program improvement.

A complete list of submission timelines can be found in Appendix A.

## REGISTRATION AS A VOLLEYBALL CANADA REFEREE

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### REGISTRATION

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Registration as a Volleyball Canada referee is open to individuals certified at Level 1 (Local), Level 2 (Provincial), Level 3 (Regional), Level 4 (National), or Level 5 (International). Only those who have paid the current Volleyball Canada referee registration fee, or who hold Life Member status, will be recognized as registered Volleyball Canada referees.

### PROGRAM FEES

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Annual program fees for Volleyball Canada referees are as follows:

- Recreation Referee \$0.00 per year
- Level 1 Referee \$10.00 per year
- Level 2 Referee \$20.00 per year
- Level 3 Referee \$30.00 per year
- Level 4 Referee \$40.00 per year
- Level 5 Referee \$50.00 per year

For Provincial / Territorial Associations utilizing the Volleyball Registration System, referee program fees are automatically collected and forwarded to Volleyball Canada.

Provincial / Territorial Associations not using the Volleyball Registration System must collect referee program fees at the time of member registration and remit them to Volleyball Canada as soon as possible.



## REGISTRATION POLICIES

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All members of the volleyball community are bound to the terms of Volleyball Canada's [Registered Participant Policy](#).

## PROVINCIAL / TERRITORIAL REGISTRATIONS

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All Volleyball Canada Referees must be registered through their Provincial / Territorial Association and must remain a member in good standing.

Registration fees sent directly to Volleyball Canada will be returned. All referee registrations must be completed through the appropriate Provincial / Territorial registration system.

Referees who fail to register with their Provincial / Territorial Association and Volleyball Canada cannot be considered in good standing. Consecutive years without registration may result in the loss of certification.

Referees who officially retire from active status will retain their current certification level.

## LIFETIME MEMBERS

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Referees recognized as a 'Lifetime Member' by the National Referee Committee are exempt from paying national referee program fees.

However, Lifetime Members may still be required to pay any registration or program-related fees at the Provincial / Territorial level, depending on the policies of their respective association.

## OUT OF PROVINCE / TERRITORY TRANSFERS

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Referees who relocate to a different province or territory after obtaining a certification level must provide a letter of confirmation from their previous Regional Referee Chair. This letter must confirm the referee's certification level and status as a member in good standing and should be submitted to the new Regional Referee Chair upon relocation.

The letter serves as official validation of the referee's certification and eliminates the need for additional evaluations.

It is the sole responsibility of the referee to obtain and submit this documentation in a timely fashion.



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## OUT OF COUNTRY TRANSFERS

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Referees relocating to Canada from another country must provide Volleyball Canada with a letter of confirmation from their previous National Federation. The letter must verify the referee's certification level, the duration of their certifications, and their status as a member in good standing.

Volleyball Canada will be responsible for verifying the referee's standing and facilitating an introduction to the appropriate Regional Referee Chair.

The Regional Referee Chair will be responsible for assessing the referee's performance standards and determining the appropriate placement within the Canadian domestic certification pathway.

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## ACTIVITY

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All Volleyball Canada referees are expected to maintain or enhance their level of activity and officiating ability.

To retain their status, referees must register annually, remain active in officiating, and contribute to the development of referees in their region.

Referees at Level 4, Level 5 (Candidates), and Level 5 are to submit formal activity logs to Volleyball Canada by December 31 of each year. These records support annual reporting requirements to both the FIVB and NORCECA.

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## PROMOTIONS

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All referee promotion applications must be submitted to Volleyball Canada by May 31 of each year.

- Level 3 (Regional) Promotion  
Applications for level 3 promotion must be submitted using the Regional Promotion Form (C-2), with all required supporting documentation
- Level 4 (National) Promotion  
Applications for level 4 promotion must be submitted using the National Promotion Form (N-8), with all required documentation.

Candidates recommended for National Promotion will receive an official Letter of Congratulations from the National Referee Committee, along with a National Referee Crest.



Promotions become effective as of the date of the National Referee Committee meeting at which the promotion is confirmed.

Registration for newly promoted Referees will be applied at the new level beginning September 1 of the next season of play.

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### INTERNATIONAL PROMOTIONS

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International Promotions are managed by the respective Confederation and the FIVB.

- Canadian referees who successfully complete the NORCECA International Referee Candidate Course will be recognized by Volleyball Canada as International Referees and registered at the international level.
- International Referee Candidates transferring from another country will be evaluated and given a Volleyball Canada level as recommended by a certified instructor and approved by the National Referee Committee Chairperson.

Registration for newly promoted International Referees will be applied at the new level beginning September 1 of the next season of play.



## REFEREE NOMINATIONS

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### DOMESTIC NOMINATIONS

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Nominations for Volleyball Canada National Championships, U SPORTS National Championships, CCAA National Championships, Canada Cup, and Canada Games are the responsibility of the National Referee Committee, specifically under the purview of the Sub-Committee leads for International and High Performance and National Championships.

Provincial/Territorial Referee Chairs are responsible for supporting the selection process by identifying and recommending referees as requested.

All nominations must be reported to Volleyball Canada.

### TRAVEL

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#### **U SPORTS, CCAA, and Canada Games**

Travel for referees nominated to these events is arranged and paid for by the respective institution. Referees must coordinate their travel directly with the institution. Referees are not permitted to book their own travel for these events.

#### **Volleyball Canada National Championships**

Travel for referees nominated to the Volleyball Canada National Championships is arranged and paid for by Volleyball Canada. Referees must coordinate their travel directly with the Federation. Referees are not permitted to book their own travel for these events without written approval.

#### **Ground Transportation**

Referees who travel by car to Volleyball Canada National Championships will be reimbursed at the current Volleyball Canada mileage rate (see Appendix B)

Carpooling with other referees is strongly encouraged wherever possible.

**Note:** Reimbursement for mileage will not exceed the equivalent cost of the lowest available airfare for the same trip.

#### **Travel Schedule**

Referees must coordinate their travel to arrive one (1) day prior to the tournament in order to attend the competition's Technical Referee Meeting.

Where possible, referees must coordinate their travel to depart following the conclusion of the respective championship schedule.



Referees who cannot comply with this consideration may not be approved by the National Referee Committee unless extenuating circumstances are identified in advance of accepting the nomination.

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### U SPORTS CHAMPIONSHIPS

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Nominations for the U SPORTS Championships will follow the current U SPORTS regulations for referees.

The International and High Performance Sub-Committee will nominate International, International Candidates, and National Referees who meet the criteria of the Pathway.

All referee costs for the U SPORTS Championships are the responsibility of U SPORTS.

If additional referees beyond the requirements of the regulations are considered for inclusion in the U SPORTS Championships, the Provincial/Territorial Referee Chairs will be contacted to provide recommendations.

If selected, the Provincial/Territorial Association will be accountable for 100% of the referee's expenses and match fees associated with the championship.

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### CCAA CHAMPIONSHIPS

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Nominations for the CCAA Championships will follow the current CCAA regulations for referees.

Provincial/Territorial Referee Chairs will be asked to provide a ranked list of qualified referees who officiate at the CCAA level or higher within their region.

From the submitted lists, in consultation with the International and High Performance, the National Referee Committee will select referees for nomination to the CCAA Championships.

All referee costs for the CCAA Championships are the responsibility of the CCAA.

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### INTERNATIONAL NOMINATIONS

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The FIVB Rules of the Game and Refereeing Commission is solely responsible for all nominations to FIVB competitions. The FIVB is fully accountable for the costs associated with FIVB competitions.

For competitions within the NORCECA calendar, the International and High-Performance sub-committee is responsible for preparing preliminary referee nominations and submitting recommendations to Volleyball Canada.

Volleyball Canada's National Team Staff are responsible for including nominated referees in the official team delegation files for each competition.





Volleyball Canada's National Team Programs are responsible for the costs associated with NORCECA competitions.

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## REFEREE UNIFORM

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Referee uniforms are an important part of the professional presentation of Volleyball Canada referees. Consistency in appearance promotes credibility, ensures clear identification of referees, and reflects the standards of Volleyball Canada at all levels of competition.

The National Referee Committee is responsible for the standards and implementation of Volleyball Canada's official referee uniforms.

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### PRIMARY UNIFORM

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The current Volleyball Canada referee uniform consists of:

- Navy Volleyball Canada polo ([men](#) / [women](#))
- Navy Volleyball Canada pants ([men](#) / [women](#))
- Black or navy belt
- Predominantly white or light shoes
- Volleyball Canada crest, displaying the referee's certification level.

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### SUPPLEMENTAL UNIFORM

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A supplemental referee uniform will be introduced with the following requirements:

- Red Volleyball Canada polo ([men](#) / [women](#))
- Black pants (self-provided) \*\*.
- Black belt.
- Predominantly black or dark shoes.
- Volleyball Canada crest displaying the referee's certification level.

Examples of acceptable self-provided black pants include (but are not limited to):

- Lulu Lemon ABC pant
- Under Armour golf pant
- Nike golf pant
- Adidas golf pant
- Kirkland Commuter pant



## STANDARDS OF CONSISTENCY

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To ensure uniformity across competitions, the following requirements apply:

### **Matches with First Referee**

- The referee may wear either the primary or supplemental uniform unless the host organization mandates a specific option.

### **Matches with First and Second Referee**

- Both referees must wear the same uniform
- If agreement cannot be reached, the Navy uniform is the default requirement.
- If one referee does not have the supplemental option available, the Navy uniform is the default requirement.

### **Matches with First Referee, Second Referee, and Referee Assistants**

- The first and second referee must wear the same uniform, following the requirements above.
- Referee Assistants must also wear a consistent uniform among themselves.
  - If agreement cannot be reached, the Navy uniform is the default requirement.
  - If uniforms do not match, the Navy uniform is the default requirement.
- The first and second referees are not required to match the Referee Assistants
- Provincial/Territorial Associations may apply stricter expectations for events under their purview.
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### **International Matches Hosted in Canada**

- The Referee Manager will oversee uniform coordination for Referee Assistants
- All Referee Assistants must wear the same uniform.

## REFEREE EQUIPMENT

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At minimum, all certified referees must bring the following equipment to every match:

- Whistle with lanyard
- Watch displaying minutes and seconds
- Current Volleyball Canada rule book
- Sanction cards
- Flipping coin
- Ball pump and pressure gauge



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## REFEREE CRESTS

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Referee crests are issued by Volleyball Canada and must be worn as part of the official uniform. International crests can be obtained from the FIVB at cost to the referee.

### **Certification Levels and Corresponding Crests:**

- Level 1            Local Referee
- Level 2            Provincial Referee
- Level 3            Regional Referee
- Level 4            National Referee
- Level 5            International Referee

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## INTERNATIONAL UNIFORM

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The uniform for International Referees is determined by the FIVB (and NORCECA where applicable).

Volleyball Canada National Referees who officiate at international matches hosted within Canada shall wear the standard Volleyball Canada referee uniform.

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## GENERAL PROCEDURES

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### CLINIC FEES

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- Clinic fees for Levels 1 – 3 are administered by each PTA to ensure alignment with their respective programs.
- Clinic fees for Level 4 are administered by Volleyball Canada and will be reviewed on an annual basis.
  - The fee will be collected digitally through the Volleyball Canada registration system.

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### NATIONAL REFEREE CANDIDATE COURSE

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- The National Referee Committee shall sponsor a National Referee Candidate Course annually (budget and eligible participant values permitting).
- The Referee Committee Chairperson, in consultation with the National Promotions Sub-Committee, shall select the host region and announce the decision at the conclusion of the annual referee meeting, if possible.
- Provinces/Territories are encouraged to submit a written application to host the National Referee Candidate Course



### Cost Responsibilities

- **Host Region:** Facility costs and 25% of clinic expenditures
- **Volleyball Canada:** 75% of clinic expenditures
- **Province/Territory:** Candidate clinic fee, transportation, accommodation, and meals

*Further details are in Section 4 – Domestic Development Indoor – Level 4 (hosting a National Referee Candidate Course)*

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### NATIONAL REFEREE CANDIDATE COURSE PRACTICAL EVALUATION

- The National Referee Committee shall sponsor a Practical Evaluation Session each April/May (budget and eligible participant values permitting).
- A maximum of eight (8) candidates will be evaluated at each session.
- All efforts will be made by the National Promotions Sub-Committee to accommodate eligible candidates annually; however, financial limitations may require restrictions.
- The final decision for inclusion rests with the National Promotions Sub-Committee, in consultation with the Referee Committee Chairperson

### Cost Responsibilities

- **Volleyball Canada:** Clinician expenditures, match rates, per diems, championship accommodations
- **Province/Territory:** Transportation and expenditures directly associated with travel (extra hotel nights, airport parking, etc.)

*Further details are in Section 4 – Domestic Development Indoor – Level 4 (hosting a National Referee Candidate Course)*

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### CLINICIAN EXPENSES

Clinicians appointed to a National Referee Candidate Course and/or Practical Evaluation Session shall receive:

- Ground or Air Transportation (lowest available fare)
- Double occupancy accommodations
- Honorarium and per diem



## REFEREE TRAVEL

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Referee travel policies should be read in conjunction with the Domestic Nominations and Travel Section.

All referee travel paid in whole or in part by Volleyball Canada must be booked through the Volleyball Canada office at the lowest possible fare.

- If there is cost sharing, Volleyball Canada will invoice the Region for its portion.
- Volleyball Canada is fully accountable for the costs associated with referee travel to National Championships
- Volleyball Canada will provide a travel subsidy to the Region for the following two events:
  - Beach National Championships
  - Canada Cup

Referees who elect to drive to a competition will be reimbursed at the Volleyball Canada mileage rate (Appendix B)

- Mileage reimbursement shall not exceed the cost of the lowest available airfare.
- For longer distances, rental cars/cans are recommended, as the combined rental and fuel costs are often lower than mileage reimbursement.

## REPORTING AND ADMINISTRATION

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### Level 3 (Regional) Promotions

- Provincial/Territorial Referee Chairs must submit form C-1 on level 3 clinics by May 31 of each year.
- All applicants for Level 3 promotion must be submitted using form C-2 by June 1 of each year.
- Volleyball Canada will compile a promotion list, which is ratified annually at the Referee Committee Meeting

### Referee Activity Forms

- Provincial/Territorial Referee Chairs must submit form A-2 for all level 4 and level 5 referees by December 31 of each year.
- International Referees must submit form R-5 by December 31 of each year.



### **Volleyball Canada Referee Database**

- Regions not using the Volleyball Canada Registration System must submit referee registration data on a regularly scheduled basis, with a complete list being submitted by May 31 of each year.
- Volleyball Canada will provide an overview of the complete membership listing at the annual Referee Committee Meeting

### **Budget and Referee Development Plan**

The Referee Committee Chairperson, with Volleyball Canada staff, must prepare:

- An annual operating budget, and
- A referee development plan for Board approval
- Annual operating results and budget are presented at the Referee Committee Meeting
- The development plan must reflect short-term and long-term priorities of the National Referee Committee

### **Referee Travel out of Country**

Referees wishing to officiate out of country must be active members in good standing and must receive prior approval before attending an event.

- Approval from their Provincial/Territorial Referee Chairperson
- Approval from Volleyball Canada
- Approval from the Foreign Federation

In addition, referees travelling to the United States must complete the Foreign Referee Application Package, available [here](#), as part of the approval process.



## VOLLEYBALL CANADA NATIONAL CHAMPIONSHIPS

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### EVENTS

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The National Referee Committee, in conjunction with the Sub-Committees for International and High Performance and National Championships will provide oversight for the recruitment and nomination of referees as required for the following events:

- Volleyball Canada 14U National Championships
- Volleyball Canada 15U National Championships
- Volleyball Canada 16U National Championships
- Volleyball Canada 17U National Championships
- Volleyball Canada 18U National Championships
- Volleyball Canada Senior National Championships
- Volleyball Canada Beach National Championships
- Canada Cup
- U SPORTS Championships
- CCAA Championships
- Canada Games
- International tours
- NORCECA Competitions
- FIVB Competitions

For Volleyball Canada–assigned referees, VC will provide transportation (or cost-share with the Region) to the event site. The Host is responsible for local transportation, accommodation (double occupancy), and per diems.

Volleyball Canada will provide transportation for out-of-province Referee Development Team members assigned to each National Championship. In-province transportation is the responsibility of the Host Region.

### REFEREE NOMINATIONS

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For National Championships held in May of each year, Provincial/Territorial Referee Chairs must submit the number of traveling referees they can provide for each event by December 31 of each year.

The Host Province Referee Chair will appoint additional referees as required to ensure full coverage of all matches.

### MATCH FEES AND PER DIEMS

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Volleyball Canada will be responsible for the direct payments of match fees and per diems to the participating referees.



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## REFEREE DEVELOPMENT TEAM

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Volleyball Canada's Referee Development Team is comprised of the following roles:

- Head Referee Supervisor
- Assistant Referee Supervisor
- Head Referee Coach
- Assistant Referee Coach
- Head Assignor
- Assistant Assignor

The National Referee Chairperson will appoint Referee Supervisor(s) for all Volleyball Canada Championships, U SPORTS, CCAA, and Canada Games. The Head Referee Supervisor will act as the National Referee Chairperson designate for the event. Assistant Referee Supervisors will be appointed as required.

Depending on the size of the event, roles may be combined.

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## REFEREE TECHNICAL MEETING

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All referees attending a National Championship must participate in a Technical Meeting, held in advance of the championship. Technical meetings can be held either in person or via digital means.

The Head Referee Supervisor or Volleyball Canada's Referee Development Manager will conduct the meeting.

### Clinic Agenda

- Welcome and Introductions
- Championship information
- Match procedures and protocols
- Rules and interpretations
- Referee mechanics
- Referee assignments
- Administrative requirements
- Questions





## REFEREE RESPONSIBILITIES

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Referees accepted to a Championship must:

- Attend the pre-championship Referee Technical Meeting
- Remain at the championship for its full duration (unless prior approval to leave early has been granted)
- Conduct themselves in an ethical manner both on and off the court

## REFEREE ASSIGNMENTS

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Provincial neutrality in the referee assignments must be maintained wherever possible. Neutrality is not possible at Volleyball Canada Open Championships but should be considered for the playoff matches directly associated with the national championship bracket.

## HOSTING RESPONSIBILITIES

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For all Volleyball Canada National Championships, Volleyball Canada is the host and is responsible for:

- Providing a facility for the Referee Technical Meeting
- Arranging airport pickup and drop-off for traveling referees
- Supplying local transportation to and from the venue
- Providing accommodations for referees (double occupancy or equivalent)
- Paying referee match fees, per diems and expenses
- Paying Referee Development Team honoraria, per diems and expenses
- Providing light snacks for referees and the Referee Development Team throughout the event



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## DOMESTIC DEVELOPMENT INDOOR - LEVELS 1 TO 3

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### MANDATE

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The mandate of the Domestic Development Sub-Committee is to design and oversee referee certification and promotion programs that provide candidates with the technical knowledge and practical skills necessary to progress in refereeing.

The Sub-Committee supports the development of referees' abilities to apply and interpret the Rules of the Game, to demonstrate sound judgment in decision-making, and to execute officiating procedures with confidence and mastery.

As referees advance through the certification pathway, the program also emphasizes the human and interpersonal skills essential to effective officiating.

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### OBJECTIVES

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#### LEVEL I (LOCAL)

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Candidates must strive to:

- Understand all rules that govern the game and interpret the most essential parts correctly.
- Properly use the equipment and tools required of referees in match situations.
- Learn and consistently apply the fundamental procedures of refereeing and game management.

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#### LEVEL II (PROVINCIAL) AND III (REGIONAL)

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Candidates must perform satisfactorily at progressively higher levels of play, as demonstrated by:

- The ease and accuracy with which they apply the Rules of the Game in live match situations.
- The fairness and consistency of their rule interpretations.
- Their confident and controlled execution of officiating procedures, which have become second nature.

In addition, candidates must demonstrate a commitment to continual improvement by:

- Developing awareness of the personal qualities required of a referee.
- Adhering to a professional code of ethics consistent with their role.
- Participating in the evaluation and self-evaluation of their own performance and that of other referees.



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## COMMITTEE STRUCTURE

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The Domestic Development Sub-Committee will be composed of:

- A Chairperson, and
- Two (2) to four (4) additional members.

The National Referee Chairperson shall serve as an ex-officio member of the Sub-Committee.

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## PHILOSOPHY OF CERTIFICATION PROGRAM

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The objectives of the certification and promotion pathway are structured around three core competencies – **technical skill**, **human skill**, and **conceptual skill** – each of which contributes to the development of a complete and effective referee.

Progress through the certification pathway ensures that referees continue to develop in all three areas as their responsibilities and expectations expand.

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### TECHNICAL SKILL

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Technical skill refers to the referee's understanding and mastery of officiating. It includes:

- Comprehensive knowledge of the Rules of the Game and their interpretations.
- Consistent and accurate application of the Referee Code of Conduct.
- Proper use of officiating equipment and execution of match procedures.

Mastery of technical skill allows referees to perform confidently and competently in any match situation.

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### HUMAN SKILL

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Human skill refers to the referee's ability to work effectively with others and contribute positively within a team environment. It includes:

- Cooperating with fellow referees, players, coaches, and administrators.
- Demonstrating respect, empathy, and professionalism both on and off the court.
- Maintaining a positive and supportive atmosphere that encourages teamwork and mutual trust.

Referees with strong human skills display self-awareness, emotional maturity, and an understanding of how their behaviour influences others.



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## CONCEPTUAL SKILL

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Conceptual skill refers to the ability to view refereeing as an integrated part of the broader volleyball system. It includes:

- Understanding the interdependence of officiating functions and recognizing how changes in one area impact others.
- Appreciating the relationship between refereeing, the sport of volleyball, and the broader organizational, social, and cultural context of Volleyball Canada.
- Contributing to the advancement of refereeing as a discipline within the national sport structure.

### Notes

- At the Level 1 (Local) stage, certification focuses primarily on the development of technical skill.
- At the Level 2 (Provincial) stage, technical skill continues to develop while human skill concepts are introduced.
- At the Level 3 (Regional) stage, mastery of Rules and Interpretations is consolidated, human skill becomes central to performance, and conceptual skill is introduced.



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## PROCEDURES

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### THEORY CLINIC

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Clinics will be conducted for each level using the format outlined in the Referee Development Program Clinicians Handbook (or Theory Manual/PowerPoint). Requests for clinics should be made through and approved by the Regional Referee Chair (ROC) or designate.

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### PREREQUISITES

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### CLINICIANS AND CERTIFIED INSTRUCTORS

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RRC's should ensure clinics are conducted within their Region and:

- Ensure all instructors are current and certified to instruct.
- Ensure the instructors are provided with all the equipment (tools) i.e.: Referee Development Program Clinicians Handbook and other required documentation.
- Ensure that Clinicians hold a certification at least one level higher than the clinic level they are conducting.
- **Clinicians expenses**
  - Clinicians expenses are the responsibility of the PTA
  - Clinic expenses should normally be covered by the fees each clinic generates

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### PROGRAM

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The continuing growth of volleyball throughout Canada has led to a tremendous demand for new and improved Referees throughout our provinces. Instead of just being a spectator, Volleyball Canada invites you to develop a keen understanding of the game and help in its development. In the Referee program you can:

- Be part of an exciting and dynamic sport.
- Meet new people.
- Travel across the provinces and Canada.
- Gain exposure to Provincial, Regional, National and International volleyball at its best.

Volleyball Canada offers certification clinics for Referee and recognizes individuals as a qualified volleyball Referee. Five levels of certification exist and are recognized by the National Referee Committee:

- Level 1 Local
- Level 2 Provincial
- Level 3 Regional
- Level 4 National
- Level 5 International



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## CERTIFICATION OF REFEREE

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### **Level I (Local Referee)**

This certification is Level I in the development program for certified referees. This program is designed for any person interested in the rules of volleyball and aspiring to become a referee. The purpose of this program is to develop the participants' technical ability to enable them to understand and apply basic rule interpretations.

#### **Requirements:**

- It is recommended that referees be 16 years of age or older. Refer to your Provincial Referee Association for age requirements, if applicable.
- Must attend a Level I Referee Certification Theory Clinic.
- Must complete and pass a theory exam.
- Must perform adequately at a practical evaluation or through a number of matches.
- Must be a registered member of their Provincial Referee Association.

The Local referee is expected to make themselves available to officiate different types of volleyball matches as frequently as possible.

### **Level II (Provincial Referee)**

The Provincial certification is Level II in the development program for certified referees. The purpose of this program is to increase the participants' technical ability so that they may adequately apply and interpret all the rules while mastering the game mechanics.

#### **Requirements:**

- Must have been active as a Local official for at least 1 year.
- Must attend a Level II Referee Certification Theory Clinic.
- Must complete and pass a written theory exam.
- Must be observed as a first and second referee, line judge, scorer and assistant scorer.
- Is allowed and expected to officiate as second referee at all Age Class, Senior and under special circumstances at university, and College competitions.
- Maintain a record of assignments.
- Complete a minimum of three evaluation forms on other referees.

### **Level III (Regional Referee)**

The Regional certification is Level III in the development program for certified referee. The candidate accepted into this stage of the program shows a promising ability as a referee and implies a serious commitment to the sport.



### **Requirements:**

- Must have been active as a Provincial referee for at least one 1 year.
- Must apply in writing for upgrading program to the ROC
- Must be recommended by your Zone Referee Chair (ZOC) and ROC.
- Must attend a Level III Referee Certification Theory Clinic.
- Must submit record of assignments.
- Must demonstrate significant involvement in the Referee program.
- Must get involved in a “tutorial” program by completing a minimum of 5 evaluation forms.
- Must successfully pass the written exam.
- Must successfully pass the practical evaluation

It is recognized that the referee is now a "Senior Referee" and as such is allowed and expected to referee at all levels of volleyball.

## **CLINICS**

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### **3.7.1 General Clinics**

- Are available from each zone within the Region if possible.
- Are available to institutions, organizations and individuals.
- Clinics cover general rules, rule interpretations and how to referee the game of volleyball.
- Instruction time is negotiable.

### **3.7.2 Certification Clinics - Upgrading**

- Local and Provincial clinics are coordinated in each zone by the ZOC or ROC or designate.
- Regional Clinics are coordinated by the ROC or designate.

### **3.7.3 Novice Clinics**

- This is a theory clinic offered to anyone interested in the rules of the game.
- The Novice referee is recognized by Volleyball Canada as a certified referee.
- The Novice referee must be a registered member of their Provincial Referee Association.
- The Novice referee experiences their first introduction to officiating.

## **DEVELOPMENT STRATEGY**

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Volleyball Canada National Referee Committee and Province Referee Associations must do our best to provide opportunities for those who wish to learn about refereeing volleyball. In cases where the demand outweighs resources, there is little that can be done except schedule clinics on a first-come, first-served basis as resources permit.



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## PERSPECTIVE

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It appears there are fewer people willing to learn how to referee volleyball. Part of the reason for this trend may be lifestyle - people are actively playing sports at older ages, the availability of different activities (i.e. recreation leagues), longer working hours, increased travel time, etc. Becoming an official and putting forth the effort to progress to higher certification levels involves a commitment that many people have placed low on their list of priorities.

The lack of a qualified Referee in any sport is a long-term problem with no quick answers. Volleyball Canada is limited in the options it has to attract people into refereeing. The volunteers have to come from somewhere, for example schools, A/AA/B senior teams, or outside of the sport. In the 1980's most of the volunteers came from the school system. In the 1990's, Provincial Referee Associations tapped into the resources of senior club players, drawing upon their years of experience. In the 2000s former elite players were sought out to become referees.

Tournaments that are required for Referees to gain valuable experience are important to the development of programs within the refereeing levels. One cannot learn to referee simply by reading the rulebook... practical experience is essential!! In order to promote Referees, these types of tournaments must continue to be available for Referees to gain experience.

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## GENERAL INFORMATION

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Upon completion of the evaluation session, the candidate will be verbally informed by the Head Clinician that:

- They have successfully completed the clinic;
- Their promotion is delayed and they must be re-evaluated at another designated tournament upon further recommendation of their ZOC/ROC before being declared successful or unsuccessful.
- They were unsuccessful and are dismissed from the program.

Candidates who are unsuccessful must accept the criticism and suggestions offered by the clinicians as being fair and objective. They should continue to strive for upgrading in the future.

Negative and unwarranted reaction by unsuccessful candidates may jeopardize their future in officiating. In extreme cases, disciplinary measures may be considered by the ROC and/or NOC.

**NOTE:** Legitimate inquiries may be brought before the ZOC, ROC, NOC or any NOC Executive member at any time.





## REFEREE DEVELOPMENT MATRIX

PROGRAMS	CLINIC EMPHASIS	THEMES
Level 1 Local	Technical Ability	Knowledge of rules Instructions on operating mechanisms.
Level 2 Provincial	Technical Ability	Application and interpretation of rules Mastery of operating mechanisms.
	Human Ability (awareness)	Code of ethics Introduction to evaluation Profile of the official
Level 3 Regional	Technical Ability (Complement)	Mastery of interpretation of rules. Ability to adjust to higher calibre.
	Human Ability	Personality and interaction Evaluation and self-evaluation
	Conceptual Ability	Officiating structures and programs in own province Key factors of performance
Level 4 National	Technical Ability (Mastery)	Excellence in performance
	Human Ability (Development)	Psychology of officiating
	Conceptual Ability	Officiating structures and programs in Canada Study of performance in refereeing Principles for analysis of examination results (docimology)