



Volleyball
Canada

Policy and Procedures Handbook
National Referee Committee
Volleyball Canada

Revised June 2017

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1.0 Preamble

The Volleyball Canada Referee Committee Policy and Procedures Handbook is designed to be a guide for all Volleyball Canada Referees.

It is to be used as a reference document for the Volleyball Canada Referee Committee Chair (referred to as the NOC), the Referee Committee Executive, the Regional Referee Chairpersons (ROC's), Volleyball Canada, and all Canadian Volleyball Referees.

The Policy and Procedures Handbook contains information about the Referee Committee including its mandate, structure, programs, certification process, promotions, the Referee Code of Ethics, administration, and Guidelines for Referees regarding the rules of play.

Scott Borys

Chair, National Referee Committee

Abbreviations

The following terms are used throughout this handbook and as such may be abbreviated as follows:

• Volleyball Canada	VC
• National Referee Committee	NRC
• Nationals Officials Chair	NOC
• Regional Officials Chair	ROC
• National Promotions Committee	NPC
• Federation Internationale du Volleyball	FIVB
• University Sport	U Sport
• Canadian College Athletics Association	CCAA
• Provincial / Territorial Association	PTA
• National Team Challenge Cup	NTCC

Definitions

Listed below are definitions to some key terms that ALL referees must be knowledgeable of.

Misconduct

Misconduct refers to the behaviour or a pattern of behaviour that is found, by a formal (for example an independent investigation) or informal process (ie. for example an internal fact finding), to be contrary to the Code of Ethics for Referees and that is not harassment, abuse or bullying.

Bullying

Bullying describes behaviours that are similar to harassment, but are not addressed under the *Alberta Human Rights Act*. Bullying is intentionally hurting someone in order to insult, humiliate, degrade or exclude him or her. Bullying can be broken down into six categories: Physical, Verbal, Relational, Reactive, Discriminatory and Cyber.

Harassment

Harassment is defined as conduct; gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals which create a hostile or intimidating environment for work or sports activities, or which negatively affect performance or work conditions. Any of the different forms of harassment must be based on a prohibited ground of discrimination in the *Canadian Human Rights Act*, including race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or class of persons.

Hazing

Hazing is an initiation practice that may humiliate, demean, degrade or disgrace a person regardless of location or consent of the participant(s).

Abuse

Abuse is any form of physical, emotional and/or sexual mistreatment or lack of care, which causes physical injury or emotional damage to a person. A common characteristic of all forms of abuse is an abuse of power or authority and/or breach of trust.

Emotional Abuse

Emotional abuse is a chronic attack on an individual's self-esteem; it is psychologically destructive behaviour by a person in a position of power, authority or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the individual's needs.

Physical Abuse

Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure an individual. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing or excessive exercise as a form of punishment.

Sexual Abuse

Sexual abuse is when an individual is used by another individual with more power for his or her own sexual stimulation or gratification. There are two categories of sexual abuse: contact and non-contact.

2.0 Volleyball Canada – National Referee Committee

2.1 Mandate

The National Referee Committee (NRC) is a program committee of Volleyball Canada. Its role is to provide leadership and direction to Volleyball Canada's Officials programs.

The Committee will perform the following key duties:

- a) To promote the development of the National Certification program in order to ensure a high level of officiating in Canada.
- b) To promote the development of the International Referees program to ensure that Canadian Referees are represented at FIVB and other competitions.
- c) To assist the regions to educate, train, and certify Referee at the local, provincial and regional levels.
- d) To work with the regions (or other volleyball stakeholders), to assist in the development and recruitment of officials.
- e) To work with the regions (or other volleyball partners) in delivering the Referee Development Plan to the volleyball community.
- f) To promote effective communication amongst the Volleyball Canada registered Referee and the volleyball community.
- g) To promote the development of a Beach Referee program, both Domestic and International.
- h) To ensure that documentation for referees is available.
- i) To ensure that the Volleyball rules and Referee Guidelines for Canada are consistent with those developed by the FIVB.
- j) Perform such additional tasks as may be assigned to the Committee by the Executive Director or the Board of Directors.

2.2 Structure

The National Referee Committee is a standing committee of Volleyball Canada. The NRC will consist of the Chairperson (referred to as the NOC), the Chairs of the Sub Committees, and the Regional Referee Chairpersons (referred to as ROC's). In addition, the Volleyball Canada staff liaison will be an ex-officio member of the NRC.

2.3 Chairperson (NOC)

The Committee will make recommendations for input from the membership and approval of the Board of Directors. The NRC can form sub-committees whenever necessary to facilitate the committee's work.

The Committee's plans (annual, quadrennial, etc.) and the annual budget must be approved by the President and Chief Executive Officer and the Board of Directors.

With the exception of staff, the Board of Directors shall appoint the chairperson and the chairperson shall nominate all other committee members to be approved by the Board.

Members of the NRC, including the chair and sub committee chairs, will serve terms of two years, and such terms may be renewed to a maximum of three (3) consecutive terms.

2.4 Referee Committee Executive

The Chair (NOC) and the Sub Committee Chairs will act as the Executive of the National Referee Committee.

2.5 Sub Committees

The National Referee Committee will include eight Sub Committees set up to aid in the development and promotion of Volleyball Referees and their programs throughout Canada. Each Sub Committee will be headed by a Chairperson appointed by the National Referee Committee Chair, and ratified by the VC Board of Directors.

The Sub Committee Chairpersons will be responsible to the NOC for the functional work of the committee. Each chairperson is to recruit volunteers from Volleyball Canada referees to serve on the committees. The NOC will be an ex-officio member of all sub committees. See **Appendix A** for position descriptions for all Sub Committee Chairs and the NOC.

The Sub Committees are:

- Officiating for Women
- Domestic Development – Indoor
- Domestic Development – Beach
- International / High Performance Development – Indoor
- International / High Performance Development – Beach
- Operations
- Communications
- Sitting Referee Development

Sub Committees Mandate:

- **Officiating for Women** – The role of this committee is to raise the awareness of opportunities available for female referees. Develop strategies that will identify and eliminate barriers to female referee development.
- **Domestic Development – Indoor** – The role of this committee is to provide and maintain referee development programs for Levels 1 to 4 and to ensure that certified clinicians, evaluators, mentors and supervisors are appropriately trained so as to provide consistent messaging across all PTAs. The Development programs are to align so that as a referee transitions to higher levels, they have the required skill sets in their referee tool box, to ensure a smooth transition.
- **Domestic Development – Beach** - The role of this committee is to provide and maintain referee development programs for Levels 1 to 4 and to ensure that certified clinicians, evaluators, mentors and supervisors are appropriately trained so as to provide consistent messaging across all PTAs. The Development programs are to align so that as a referee transitions to higher levels, they have the required skill sets in their referee tool box, to ensure a smooth transition.
- **International / High Performance Development – Indoor** – The role of this committee is to identify and develop individuals who have the potential to advance into a High Performance referee and/or attain International certification. The committee will create a long term development plan that will identify potential referees early in their refereeing career to ensure sufficient time to transition into a High Performance and/or International referee.
- **International / High Performance Development – Beach** – The role of this committee is to identify and develop individuals who have the potential to advance into a High Performance referee and/or attain International certification. The committee will create a long term development plan that will identify potential referees early in their refereeing career to ensure sufficient time to transition into a High Performance and/or International referee.
- **Operations** – The role of this committee is to develop recruitment and retention strategies that can be distributed across all PTAs. As well, the committee will work with the Volleyball Canada Beach & Referee Coordinator to develop plans for referee services at Volleyball Canada National Championships, Canada Games and NTCC events.

- **Communications** – The role of this committee is to create a strategy for timely and effective communication to all referees in Canada. Create a vision to celebrate the successes of Canadian referees both domestically and internationally.
- **Sitting Referee Development** – The role of this committee is to identify and develop individuals who the potential to advance and attain International certification.

2.6 Regional Referee Chairperson (ROC)

Each Province/Territory is to appoint a Regional Referee Chairperson (ROC). The ROC is responsible for the development of the Referee program within his/her province/territory in accordance with the policies and procedures established by the Volleyball Canada National Referee Committee.

Each ROC will be a member of the Volleyball Canada National Referee Committee and will represent his/her Region at the annual ROC meeting.

2.7 Referee Committee Chair (ROC) Meeting

2.7.1 ROC Meeting

The National Referee Committee and ROC's are to meet once a year to conduct the business of the NRC.

2.7.2 Date and Location

The NOC in consultation with the VC staff liaison and the ROC's are to set the date and location of the ROC Meeting. The NOC is to send out a notice of meeting to all participants a minimum of six weeks prior to the meeting.

2.7.3 Voting

Voting at the ROC Meeting will be based on one vote for each ROC, the Sub Committee Chairs and the NOC who are in attendance. There will be no proxy votes. Motions will be decided by a simple majority. It will be customary (but not mandatory) for the NOC to vote only in the event of a tie.

2.7.4 Motions

All motions approved at the ROC meeting are to be submitted to the Volleyball Canada Board of Directors for ratification.

2.7.5 Expenses

The travel expenses, accommodation and per diem of the NOC and those Committee Chairs who are not ROC's is the responsibility of the VC NRC. The per diem for the ROC Meeting shall be based on the current Volleyball Canada rate. See **Appendix B**.

The accommodation for those Sub Committee Chairs who are ROC's is the responsibility of the VC NRC, and their travel costs are the responsibility of their provincial/territorial association (PTA)

ROC's accommodations and per diems are the responsibility of their PTA.

2.7.6 Rules of Order

Unless otherwise stated, the business of the ROC meeting will be conducted according to normally accepted rules of order.

2.7.7 Meeting Book and Reports

The NOC and the VC office staff liaison are to prepare a meeting book for the ROC Meeting. The previous year's Meeting minutes will be distributed prior to the current year meeting along with the Draft Financial Statement for

the NRC. The meeting book will be distributed electronically to the participants prior to or at the meeting. Distribution timing will be based on receipt of reports and information from ROCs and Sub Committee Chairs. Sub Committee Chairs and ROC's are requested to provide written reports to be included in the meeting book, reports must be sent a minimum 2 weeks prior the ROC Meeting.

2.8 Form and Information Submission Timelines

Below you will find the "Form Submission Deadlines" that will assist the various roles in their administrative duties. Please refer to this list on a monthly basis so that you are able to meet VC's deadlines in order to facilitate and improve the services provided to referees.

Submission Deadline	Form / Submission	Responsibility
January 15 th	Confirmation of Assignments for U Sport and CCAA Nationals National Championships Assignments (A5)	NOC ROC
February 28 th	Indoor Officials Contact Lists	ROC
March 1 st	National Candidate Recommendations for National Evaluation Clinic Letter of Recommendation for First National Evaluation (N2) Letter of Recommendation for Second National Evaluation (N3)	ROC ROC ROC
March 31 st	Confirmation of Referee Names for Travel to VC Nationals Submitting Level 1 & 2 Officials Contact List Rulebook Revisions	ROC ROC Rules of the Game
April 5 th	Confirmation of Host Province Referee Names for VC Nationals	ROC
May 31 st	Level III Regional Clinic Report (C1) & Promotions (C2) List of National Promotions (N8) ROCs to submit their Reports for Meeting	ROC Level 4 Chair ROC
June 1 st	ROC Meeting Reports - Sub Committees National Championships Reports	Committee Chairs Committee Chair
July 1 st	Beach Officials Registration Forms & Fees (B1) Beach Local Clinic Report (B4) Beach Provincial Clinic Report (B5)	ROC ROC ROC
August 31 st	Beach National Clinic Report (B6)	Committee Chair
September	Beach Officials Contact List	ROC
October 1 st	National Promotion Applications (N1)	ROC
October 31 st	International Activity Form - International Referees (R5) Domestic Activity Form - International Referees (R5-A)	ROC ROC
November 1 st	International Candidate Application Form (R1)	ROC
December 1 st	Indoor Officials Registration Fees and Forms (A1)	ROC
December 25 th	U Sport and CCAA Recommendations for Nationals	ROC

2.9 Registration as a Volleyball Canada Referee

2.9.1 Registration

Registration as a Volleyball Canada referee is open to those who have been certified as a Level 3 (Regional), Level 4 (National), or Level 5 (International) referee. Only those individuals who pay their current Volleyball Canada referee registration fee or are life members will be given registration as a Volleyball Canada referee.

2.9.2 Registration Fees – Indoor and Beach

Annual registration Fees for Volleyball Canada Indoor referees are as follows:

- Level III (Regional) - \$35.00 per year
- Level IV (National) - \$45.00 per year
- Level V (International) - \$50.00 per year

Fees for Indoor Referees are to be submitted by each Region/PTA to Volleyball Canada prior to December 1st each year, using form A-1 (registration fees).

Annual registration Fees for Volleyball Canada Beach referees are as follows:

- Level I (Regional) - \$20.00 per year
- Level II (Regional) - \$30.00 per year
- Level III (Regional) - \$35.00 per year
- Level IV (National) - \$40.00 per year
- Level V (International) - \$50.00 per year

2.9.3 Registration Policies

The Volleyball year for official's registration is September 1 to August 31.

2.9.3.1 The registration fees for each PTA are to be sent to Volleyball Canada by December 1st of each year using form A-1.

2.9.3.2 Each PTA is to submit to Volleyball Canada a revised and updated Referee list for that PTA along with the registration fees each year by December 1st.

Revisions include:

- Address changes
- Phone number changes
- Deletions of inactive Referee
- Activation of inactive Referee
- Promotions
- Transfers to other provinces

2.9.4 Provincial / Territorial Registrations

All Volleyball Canada Referees must also be registered as a referee with their PTA, and be in good standing, in order to become a registered referee for Volleyball Canada.

Any referee who sends his/her registration fees directly to Volleyball Canada will have their money returned. All registrations are to be submitted by the PTA.

Any referee that does not register with their PTA or with Volleyball Canada for two (2) consecutive years, will lose their current certification level, and be demoted one level. Failure to register for three (3) consecutive years will result in the loss of the next certification level, continuing until the referee is back to a Level I (Local) status.

Referees that officially retire from being Active will not lose their certification level.

2.9.5 Out of Province/Territory Transfers

Those referees that move from one province/territory to another after obtaining a certification level must provide a letter of confirmation from their previous ROC to show proof of certification and good standing. This letter is to be provided to the new PTA ROC as confirmation of certification. No additional evaluation should be required by the new PTA to validate the certification level. The responsibility rests with the referee to ensure they obtain and provide the required information in a timely manner.

2.9.6 Life Time Members

Life Time members are granted a lifetime membership as a Volleyball Canada Referee and do not pay registration fees to Volleyball Canada.

2.9.7 Activity

All Volleyball Canada Referees are expected to maintain or improve their standards of activity and ability.

To maintain their status, Volleyball Canada Referees must be registered yearly, remain active as an official, and help to promote the development of Referees in their region.

All Level 4 (National), Level 5 Candidates (International Candidates) and Level 5 (International) Referees are to submit one of forms C6, R5 or R5A to Volleyball Canada by October 31st each year. The information on these forms will be the basis for the yearly report to FIVB and NORCECA.

2.9.8 Promotions

All Regional and National Promotions are to be submitted to Volleyball Canada by May 31st of each year.

2.9.8.1 Regional Promotion (Level 3) use form C-2.

2.9.8.2 National Promotion (Level 4) use form N-8.

All National Candidates recommended for National Promotion will be sent a Letter of Congratulation by the NOC along with a National Referee's Crest (invoice for the cost of the crest will be sent to the ROC). The promotion will be effective as of July 1st of each year.

2.9.8.3 International Promotion

This is an FIVB responsibility. Volleyball Canada will recognize a Canadian International Candidate as an International Referee candidate at the same rate as an international referee for registration purposes after they have successfully completed their International Clinic. Other referee candidates from other countries

will be evaluated and given a Volleyball Canada level as recommended by a recognised certified instructor and approved by the NOC.

Registration fees for newly promoted Referees will be collected at the new rate after September 1st.

2.10 Assignments

2.10.1 Domestic Assignments

2.10.1.1 Assignments

Assignments for Volleyball Canada National Championships, U Sport, CCAA, NTCC, and Canada Games are the responsibility of the NOC and the Sub Committee Chairs of International and High Performance and Operations. It is the responsibility of the ROC to assist in the selection of the Referee(s) required and notifies Volleyball Canada who has been nominated.

2.10.1.2 Travel

Referees' assigned to U Sport or CCAA National Championships as well as Canada Games will coordinate the booking of their travel with the respective institution. Referees are not allowed to book their own travel for these events, as the cost is the responsibility of the respective institution.

Referees' assigned to Volleyball Canada National Championships or NTCCs will book their own travel, or book via their PTA, but are required to provide their flight information to Volleyball Canada to help arrange local transportation.

2.10.1.3 Mileage

Referees who travel to VC National Championships by car will be reimbursed at the current Volleyball Canada mileage rate per **Appendix B**. It is always recommended to do car-pooling with other referees. *NOTE:* The total mileage is not to exceed what the lowest airfare would have been if air transportation had been used.

2.10.1.4 Schedule

Referees must arrange their transportation schedule to arrive the day prior to the tournament in order to participate in the Referee Technical Meeting scheduled between 7h00pm and 9h00pm. Referees are not to depart until after the tournament has ended. Referees who cannot comply with this policy will not be approved by the NOC unless there are extenuating circumstances.

2.10.1.5 U Sport Championships

Assignments for the U Sport Championships will be guided by the current regulations for Referees at U Sport Championships. The International and High Performance Committee Chair will assign International, International Candidates and National referees that are in participating the High Performance program to the U Sport Championships. ROCs will be contacted if additional referees are required. U Sport provides all the funding for Referees at their Championships.

2.10.1.6 CCAA Championships

Assignments for the CCAA Championships will be guided by the current CCAA regulations for Referees at CCAA Championships. The ROC's will be asked to provide a list of the best Referees available who referee at the CCAA College level in their province. The NOC in consultation with the International and High Performance Committee Chair will select the Referees to be appointed to the CCAA Championships from this list. The CCAA provides all funding for Referees at the CCAA Championships.

2.10.2 International Assignments

2.10.2.1 Assignments

The FIVB Referee Commission directly appoints the Referees for International Championships, the Olympics, and the World League. FIVB is responsible for the costs.

The International and High Performance Committee will recommend to the NOC the appointment of Referees for other International Tournaments such as NORCECA, FISU, etc. and for International matches/tours as required by the National Teams. Forms R-6 (Referees Appointment) and R-7 (Referees agreement) will be used by the NOC for the appointment of International Referees.

2.11 Referee Uniform

2.11.1 Domestic Uniform - Indoor

The Volleyball Canada National Referee Committee determines the uniform for Canadian Referees in domestic competitions. The current Indoor Referees uniform consists of:

- Navy Volleyball Canada shirt - crested
- Navy Volleyball Canada pants – crested
- Black or navy belt
- White socks and predominantly white shoes
- A Volleyball Canada Referees Crest that represents the qualification of the referee.

The Canadian Referee uniform is mandatory for all Volleyball Canada Referees and for all referees at Volleyball Canada National Championships.

2.11.2 Referee Equipment - Indoor

At a minimum, all certified referees should have the following equipment items with them for all matches:

- Whistle with lanyard
- A watch displaying minutes and seconds
- Current VC rule book
- Sanction cards
- Flipping Coin
- Ball pressure gauge and hand pump

2.11.3 Referee Crests

Referees crests can be obtained from Volleyball Canada. VC can order International Crests from FIVB at cost to the referee.

Description	Level of Certification
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Local	Level I
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Provincial	Level II
Regional	Level III
National	Level IV

2.11.3 International Uniform

The uniform for International Referees is determined by the FIVB.

The uniform for Volleyball Canada National Referees who officiate International matches within Canada shall consist of the standard Volleyball Canada Referee uniform.

2.12 General Procedures

2.12.1 Clinic Fees

Clinic fees for Levels I to III are administered by each PTA, to ensure that the fees are aligned with their respective programs.

The Level IV National Theory Clinic fee is \$400.00 per candidate. This fee must accompany the letter of recommendation for a National Candidate (form N-1) and be submitted by October 1st of each year.

2.12.2 National Theory Clinic

The VC National Referee Committee shall sponsor a National Theory Clinic each year (budget and candidate numbers permitting). The NOC in consultation with the National Promotion Committee Chair shall select the host region and announce the selection at the end of the ROC Meeting if possible. Regions are encouraged to submit a written application to host the Theory Clinic. The host will be responsible for the facility costs and 25% of the clinic expenses. Volleyball Canada will be responsible for 75% of the Clinic expenses. The cost for the candidates is a provincial responsibility (clinic fee, transportation, accommodation, meals). Further details are in Section 4 – Domestic Development Indoor - Level IV (Hosting a National Theory Clinic).

2.12.3 National Practical Evaluation Session

The National Referee Committee shall sponsor a National Practical Evaluation session in April/May of each year (budget and candidate numbers permitting).

It is policy that there will be a maximum of 8 candidates at a National Practical Evaluation session. All efforts will be made by the National Promotion Committee (NPC) to accommodate all candidates eligible each year for the National Practical Evaluation session however, finances may dictate that restrictions be placed on the numbers of candidates that can attend. The final decision rests with the NOC in consultation with the NPC Chair.

The cost of the clinicians is the responsibility of the National Referee Committee.

The cost for the candidates is a provincial responsibility (transportation, accommodation, meals). Further details are in Section 4 – Domestic Development Indoor - Level IV (Hosting a National Practical Evaluation Session).

2.12.4 Clinician Expenses

Clinicians appointed to a National Theory Clinic or National Practical Evaluation session shall receive the following:

- Air transportation at the lowest possible fare
- Accommodations (double occupancy)
- Honorarium and Per Diem – per **Appendix C**.

2.12.5 Referee Travel

2.12.5.1 All Referees 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 any cost sharing, Volleyball Canada will invoice the Region for its portion of the cost.

2.12.5.2 Referees travelling at a Region's expense may choose to have the Region make the travel arrangements or may have Volleyball Canada make the travel arrangements for them. In the latter case, Volleyball Canada will invoice the Region for the cost. For Volleyball Canada National Championships, Regions will receive a travel subsidy to help offset the costs of travel.

2.12.5.3 Referees who elect to drive to a competition will be reimbursed at the Volleyball Canada mileage rate in **Appendix B**. The total cost of mileage shall not exceed the cost of the lowest possible airfare. Rental cars / vans are recommended for longer distances as the cost of the rental and gas will be lower than mileage.

2.12.6 Level III (Regional) Promotion

2.12.6.1 Regional Clinics

ROC's are to submit a report on Regional Clinics that have been held to Volleyball Canada using form C-1 no later than May 31st

2.12.6.2 Promotion

All applications for Level III (Regional) are to be submitted to Volleyball Canada using form C-2 by June 1st of each year.

A Level III (Regional) promotion list will be compiled by the NOC and ratified each year at the ROC meeting.

2.12.7 Referee Activity Forms

2.12.7.1 Volleyball Canada

ROC's are to submit a record of activity for all Level IV and V (National and International) referees in their Region using form A-2. Activity forms are to be submitted to Volleyball Canada by October 31st each year.

2.12.7.2 International

All Canadian International Referees are required to submit International Referees Activity Forms (R-5 and R-5A) to Volleyball Canada by October 31st of each year.

2.12.8 Volleyball Canada Referee Database

Volleyball Canada requests that Regions submit an updated referee listing by May 31st of each year, for those Regions that are not using the VRS system. An updated membership listing will be provided at the annual ROC meeting.

2.12.9 Budget and Referee Development Plan

The NOC in conjunction with VC staff is responsible for submitting an annual operating budget and Referee Development Plan for approval by the Board of Directors of Volleyball Canada.

The approved annual operating results and budget will be presented at the ROC meeting each year.

The Development Plan is reflect both short and long terms for the National Referee Committee.

2.12.10 Referee Travel to the USA

Referees wishing to travel to referee at USA Volleyball events, must receive approval to travel prior to attending the event. The USA Travel Request document must be completed by the travelling referee and approved by their ROC prior to being sent to the Chair of the Operations Committee. The approved form will be sent to USA Volleyball for their review and approval for the referee to attend.

Liability risks, insurance and medical costs and coverage vary significantly when travelling outside of Canada. Referees are strongly encouraged to ensure that they have adequate insurance coverages in place prior to travelling.

2.13 National Championship Referee Expenses

2.13.1 Events

The NOC, in conjunction with the Operations and International & High Performance Sub Committee Chairs will recruit and assign Referees as required to:

- 14 & Under (Atlantic East, West) Championships
- 15 & Under (East, West) Championships
- 16 & Under (East, West) Championships
- 17/18 & Under (Boys and Girls) Championships
- Senior/35 & Over Championships
- NTCC (National Team Challenge Cup)
- U Sport Championships
- CCAA Championships
- Canada Games
- International tours and tournaments hosted in Canada
- NORCECA competitions

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

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

2.13.2 Referee Appointments

For referee appointments to the Volleyball Canada National Championships held in May of each year, ROCs will be requested to submit the number of traveling referees they will be able to send to each event, using the form A-5, by January 31st each of year. The host province ROC will appoint additional referees to ensure the event has enough referees to cover all the matches.

2.13.3 Referee Match Fees and Per Diems

As per the current agreement with the Volleyball Canada National Indoor Committee (NIC), the referees attending the Volleyball Canada Age Class National Championships and NTCC will receive the match rates and per diems as shown in Appendix B.

2.13.4 Referee Development Team

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

- Referee Supervisor – Head and Assistant
- Referee Mentor – Head and Assistant
- Assignor – Head and Assistant

The NOC will appoint a Referee Supervisor(s) for all VC Age Class Championships, U Sport, CCAA, NTCC, and Canada Games. The Head Referee Supervisor will act as the NOC designate for that event. Assistant Referee Supervisors will be appointed as required. Depending on the size of the event, roles may be combined into the Referee Supervisor role.

Responsibilities of the Referee Development Team are outlined in **Appendix J**. The Assignor role, if used at an event, will liaise with the Head Referee Supervisor on changes/updates to the tournament schedule or if matches need to be moved to a different court for any reason; the Assignor will liaise with the Head Referee Mentor for all assignments including playoffs and the medal matches for the event.

The Honorarium and Per Diem for the Referee Development Team for VC Age Class Championships is outlined in **Appendix B**.

The Honorarium and Per Diem for the Referee Supervisors for U Sport, CCAA, NTCC and Canada Games is outlined in **Appendix C**.

2.13.5 Referee Technical Meeting – National Championships

The participating referees at all national championships are required to attend a Referee Technical Meeting that will be held on the evening prior to the tournament. The suggested time is 20:00 hrs. (8:00 pm). Referees must plan to arrive prior to the start of the clinic. The Head Referee Supervisor or NOC will conduct the clinic.

Clinic Agenda is to include:

- Welcome and Introductions
- Specific Tournament Information
- Match Procedures and Protocol
- Rules and Interpretations (Current Guidelines for Referees and VC Rulebook)
- Referees Mechanics
- Assignments
- Administration
- Questions

2.13.6 Referee Responsibility

Referees accepted to attend a Volleyball Canada National Championship must:

- Attend the pre-championship Referee Technical Meeting
- Remain at the championship for its full duration, unless prior approval to leave early is obtained
- Conduct themselves according to the Referee Code of Conduct, both on and off the court

2.13.7 Referee Assignments

If at all possible, Provincial neutrality is to be maintained for the Referee assignments at national championships. Neutrality is not possible for the Open Championships but should be considered for Division 1 Tier 1 playoffs.

2.13.8 Host Responsibility

For all Volleyball Canada National Championships, the Host is responsible for the following:

- Provide a facility for the Referee Technical Meeting
- Arrange for airport pick up and drop off for travelling referees
- Supply local transportation to and from the venue
- Supply accommodation for Referees based on two sharing or its equivalent
- Pay the Referees the agreed upon Match Rate and Per Diem as per **Appendix B**
- Pay the Referee Development Team the agreed upon Honoraria and Per Diem as per **Appendix B**
- Provide light snacks for the Referees and Referee Development Team over the course of the event

2.14 Referee Committee Awards

The Volleyball Canada National Referee Committee annually recognizes referees for their contributions to volleyball across Canada. Please see section 7 for more information on awards.

3.0 Domestic Development Indoor - Levels I to III

3.1 Mandate

The mandate of the Domestic Development Committee is to develop certification and promotion programs to provide the necessary training information to equip new referees and candidates with the technical skill they need to make progress in refereeing, to assist in how to apply the rules of the game, and to make basic interpretations of the rules.

The committee is also tasked to help increase the candidates' technical skill so that they will be in a position to adequately apply and interpret all the rules of the game and to gain a complete mastery of the operating procedures.

As the candidates continue to move through the certification levels, the program will make them aware of the human skills required for the role they will assume.

3.2 Objectives

3.2.1 Level I (Local)

Candidates MUST strive to:

- Know all the rules that govern the game and know how to interpret the most essential parts.
- Know how to use the equipment and working tools which are used by the referees in game situations.
- Learn and render automatically the operating procedures of refereeing and the game

3.2.2 Level II (Provincial) and III (Regional) candidates

Candidates MUST perform satisfactorily at significant levels of play as evidenced by:

- The ease with which the candidate applies the rules in game situations.
- The situations and fairness with which they interpret the rules.
- Their controlled execution of the operating and game procedures, which have become second nature to them.

3.2.3 Level II (Provincial) and III (Regional)

Candidates MUST also demonstrate a willingness to improve their performance by:

- Their knowledge of the basic qualities required of a referee.
- Complying with a code of ethics relevant to their role as a referee.
- Beginning to participate in evaluation and self-evaluation of the performance of other referees and themselves as a referee.

3.3 Committee Structure

The committee shall be composed of a chairperson appointed by the Chair of the Domestic Development - Indoor.

Two to four other members may be appointed by the Chair.

The NOC is an ex-officio member.

3.4 Philosophy of Certification Program

The objectives have been formulated in terms of "technical skill", "human skill" and "conceptual skill", which will be attained through the suggested programs.

3.4.1 Technical Skill

An understanding and mastery of refereeing; it includes the specific knowledge associated with the job, the ability to interpret rules and the Referee Code of Conduct and in the use of equipment and operating procedures related to the sport.

3.4.2 Human Skill

This is the ability of a referee to work effectively as a member of a group and to make a concerted effort as part of the team to which they belong (both in relation to their actual duties and beyond them). It is also their interest in creating an atmosphere of cooperation, which translates into a positive attitude towards players, coaches and administrators.

This attitude will be demonstrated through the way the individual sees THEMSELVES, the participants and others active in their environment (and how they respect their own perceptions) and also in their subsequent conduct. This attitude must spread thoroughly through them.

3.4.3 Conceptual Skill

The ability to see refereeing as a whole and to recognize how its various functions are interdependent and how changes in any one part affect all the others. It is also the ability to appreciate the relationship of refereeing with the sport, the refereeing commission and the political, social and economic aspects of Volleyball Canada as a whole.

A referee who knows how to recognize the relationships and see the important elements in every situation should be in a position to advance the general cause of refereeing.

NOTES:

- At the local level, technical skill is the only subject covered in the clinic material.
- For the provincial level, there is further development of the technical skill and an introduction to the concepts of human skill.
- At the regional level, the mastery of Rules & Interpretations in the theoretical training is based on human skill and the notion of conceptual skill is introduced.

3.5 Procedures

3.5.1 Theory Clinic

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.

3.5.2 Prerequisites

See paragraph 3.6 (Program)

3.5.3 Clinicians and certified instructors

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

3.5.3.1 Ensure all instructors are current and certified to instruct.

3.5.3.2 Ensure the instructors are provided with all the equipment (tools) i.e.: Referee Development Program Clinicians Handbook and other required documentation.

3.5.3.3 Ensure that Clinicians hold a certification at least one level higher than the clinic level they are conducting.

3.5.4 Clinicians expenses

3.5.4.1 Clinicians expenses are the responsibility of the PTA

3.5.4.2 Clinic expenses should normally be covered by the fees each clinic generates

3.6 Program

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 I Local
- Level II Provincial
- Level III Regional
- Level IV National
- Level V International

3.6.1 Certification of Referee

3.6.1.1 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 become 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.

3.6.1.2 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.

3.6.3.3 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.

3.7 Clinics

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 officiating at public school, high school or recreational competition.
- The Novice referee is recognized by Volleyball Canada as a certified referee.
- The Novice referee is not a member of VC or PTA as they would not be required to pay the VC membership fee as part of the registration.
- The Novice referee experiences their first introduction to officiating.
- The Novice referee may decide to become certified as a Level I (local) referee at a later date.

3.8 Development Strategy

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.

3.8.1 Perspective

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.

3.9 General Information

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.

3.10 Referee Development Matrix

PROGRAMS	CLINIC EMPHASIS	THEMES
Level 1 – Local	Technical Ability	<ul style="list-style-type: none"> - Knowledge of rules - Instructions on operating mechanisms.
Level 2 – Provincial	Technical Ability	<ul style="list-style-type: none"> - Application and interpretation of rules - Mastery of operating mechanisms.
	Human Ability (awareness)	<ul style="list-style-type: none"> - Code of ethics - Introduction to evaluation - Profile of the official
Level 3 – Regional	Technical Ability (Complement)	<ul style="list-style-type: none"> - Mastery of interpretation of rules. - Ability to adjust to higher calibre.
	Human Ability	<ul style="list-style-type: none"> - Personality and interaction - Evaluation and self-evaluation
	Conceptual Ability	<ul style="list-style-type: none"> - Officiating structures and programs in own province - Key factors of performance
Level 4 - National	Technical Ability (Mastery)	<ul style="list-style-type: none"> - Excellence in performance
	Human Ability (Development)	<ul style="list-style-type: none"> - Psychology of officiating
	Conceptual Ability	<ul style="list-style-type: none"> - Officiating structures and programs in Canada - Study of performance in refereeing - Principles for analysis of examination results (docimology)

4.0 Domestic Development Indoor - Level IV

4.1 Mandate

Insure uniformity of refereeing at a national level and prepare the referee to referee matches at the highest levels of Canadian volleyball, with suitable qualifications in both refereeing performance and related administrative tasks.

4.2 Objectives

- Establish and enforce pre-requisites for the selection of national candidates.
- Establish criteria for national promotion and administer promotions, delays or dismissal of candidates.
- Ensure national level clinic material is relevant and up to date.
- Ensure that clinicians are appropriately trained and up to date on the rules of the game and interpretations.

4.3 Committee structure

The National Promotion Committee (NPC) shall be composed of a chairperson appointed by the National Referee Committee Chairperson (NOC).

Three to five other members may be appointed by the National Promotions Committee (NPC) Chairperson.

The NOC is an ex-officio member of the NPC.

4.4 Philosophy of the National Promotion Program

Participants must show technical, human and conceptual abilities in the following areas:

- 4.4.1** Excellence in technical ability, as denoted by:
 - 4.4.1.1** Application and interpretation of rules that reflects dealing with game situations in their global context; the spirit of the rule should prevail.
 - 4.4.1.2** Perfect use of game mechanics showing excellent assimilation in all facets of the game, especially as a 2nd referee.
- 4.4.2** In respect to human ability, good adjustment between their own personality and requirements of the task, as reflected by:
 - 4.4.2.1** Individual authenticity revealed by appropriate behaviour at all times.
 - 4.4.2.2** Respect for all people constituting the human environment in which they perform.
 - 4.4.2.3** Empathy toward co-workers in quest of an atmosphere of collaboration.
- 4.4.3** Conceptual ability allowing a global view of their work as it relates to all other activities in this field, which implies:
 - 4.4.3.1** A sound knowledge of the structures of refereeing in Canada.
 - 4.4.3.2** Use and knowledge of development programs as well as guides for clinicians.
 - 4.4.3.3** Ability to assess and accept their own strengths and weaknesses in their performance.

4.5 Program

The national clinic is conducted over two years or more under the supervision of the National Referee Committee. A candidate may not stay in the program for more than 4 years including the year of the theory clinic. There will be a maximum of 5 candidates per province in the National Promotion program at any one time. There will be a maximum of 8 candidates in attendance at a Theory Clinic, with a provincial maximum of 3 candidates attending.

4.5.1 Theory Clinic

The first year is set aside for theory. It is conducted over a weekend, usually in November. The standards for upgrading are issued during the theory session.

4.5.2 Period of Individual Preparation

In preparation for the practical evaluation and theory exam, participants develop their refereeing abilities in tournaments or matches where they make themselves available, with the assistance of referees with whom they work and consult. Candidates are reminded that Quality of matches is equally or more important than Quantity.

Any candidate that fails to remain active during the “Period of Individual Preparation” following the National Theory Clinic or fails to submit the appropriate paperwork (evaluations) may be subject to the following, at the discretion of the NPC:

- Removal from program for failing to complete requirements
- May not be accepted to attend the next Practical Evaluation session
- Be required subject to additional evaluation requirements prior to acceptance to attend a Practical Evaluation session
- Other as deemed necessary by the NPC

It is the responsibility of the Candidate, Mentor and ROC to ensure that all requirements are being met, so as to be eligible to participate in the final Practical Evaluation session.

4.5.3 Practical Evaluation Session

The second and following years are reserved for practical evaluations and theory examination at a designated major tournament.

- 4.5.3.1** Candidates must complete a theory examination on knowledge and interpretation of the rules. The theory examination is scheduled during the weekend by the Head Clinician.
- 4.5.3.2** Each candidate will be observed as 1st referee and 2nd referee by the evaluators assigned. The results are analyzed under the principles contained in the theory clinic.
- 4.5.3.3** Each candidate will also be required to complete a score sheet during the tournament. The evaluators will observe their interaction with the match referees to ensure it is appropriate.

A maximum of 8 candidates will be accepted for the National Practical Evaluation session. Each PTA would be guaranteed one candidate to attend the Practical Evaluation; however in the situation where more than 8 PTAs have candidates ready to attend the clinic, alternate arrangements will be made.

Should a PTA have more than one candidate ready to attend a practical evaluation clinic, the PTA must prioritize their list of candidates.

Should there be an additional spot(s) open, within the maximum of 8 candidates, the NPC will review the candidate submissions and complete an examination of their activity and performance.

4.5.4 Clinicians and Certified Instructors

Instructors are chosen for their teaching skills and practical experience, depending on whether they will serve as instructors or evaluators. A minimum of two are appointed and come from different PTAs.

Instructors for the National Clinics must hold National or International Certification and must be National Certified Instructors.

All instructors/clinicians for the National Clinics (Theory and Evaluation) will be nominated by the National Promotion Committee Chair and approved by the NOC. Only instructors/clinicians who have given both the theory clinic and practical evaluation at least once can be nominated as head instructor/clinician.

Clinicians Expenses:

- Transportation - economy airfare or mileage at current VC Referee Committee rate.
- Accommodation - based on double occupancy

NOTE - candidates do not share a room with a clinician

- Per Diem - as per Referee Committee rates.
- Honoraria - as per Referee Committee rates.

Expenses for clinicians are the responsibility of Volleyball Canada.

The provincial instructors who evaluate candidates must hold national or international certification and be an approved Volleyball Canada Certified Instructor.

4.6 Prerequisites for National Candidacy

- 4.6.1** The candidate must have been an active Regional Official for at least two (2) full consecutive years.
- 4.6.2** The candidate must present in writing to his/her ROC the reasons for his/her candidacy and a list of assignments reflecting criteria of quality, quantity and recency of experience supporting his/her candidacy. This letter and record of assignments are forwarded to the Chair of the National Promotions Committee as part of the Candidates' paperwork.
- 4.6.3** The candidate must be recommended by his/her ROC with the support of at least one certified instructor, based on qualifications (activity, attitude and ability). The ROC must use form N-1 and attach the candidate's documents referenced above. The candidate is to be assigned a Mentor by their ROC. The Mentor will work with the candidate while they are in the National Promotion Program.

4.7 Criteria for National Promotion

- 4.7.1** The candidate must attend and successfully participate in a National Referee theory clinic.
- 4.7.2** Be recommended by his/her ROC using form N-2 for a candidate's first evaluation and form N-3 for a candidate's second evaluation following a delay.
- 4.7.3** The candidate must submit to the NPC a list of assignments and a proof of fulfillment of the administrative requirements regarding his/her involvement in the community using form N-4. The candidate's Mentor must submit a written report showing their support and agreement that the candidate is ready to attend the National Practical Evaluation clinic. The Candidate must submit 10 evaluations forms that they completed, within the current volleyball season, on other referees.
- 4.7.4** The candidate must successfully pass a written exam and an interview administered by the evaluators that is held at least one year after the theory clinic.
- 4.7.5** The national candidate must also successfully complete a final practical evaluation.
- 4.7.6** The candidate's file must be verified and approved by the NPC.

4.8 Procedures

- 4.8.1** A Level III (Regional referee) active for at least two (2) full consecutive years must present in writing to his/her ROC the reasons for his/her national candidacy and a list of assignments reflecting criteria of quantity, quality and recency of experience supporting his/her candidacy.
- 4.8.2** Potential candidates' performance is evaluated by the certified instructors of their province or in case there is none, a neighbouring province to see if the candidate is ready. A report is made to the ROC who may then make a formal recommendation to the NPC, before July 1st of each year, using form N-1.
- 4.8.3** Once all criteria for national candidacy have been met, the referee is declared a National Candidate and is placed in the national promotion program.
- 4.8.4** The candidate must attend a National Theory Clinic.
- 4.8.5** Clinic sites will be selected after appropriate submissions for hosting have been received. The clinic fee for each candidate will be as per Referee Committee rates. Fees must accompany the application (form N-1).
- 4.8.6** Candidates in the national promotion program or their provincial board must provide the funds required to attend the theory clinic and the practical evaluation. Candidates are responsible for arranging their own transportation to these events.

Once the candidate(s) has completed the theory clinic, their performance is evaluated by certified instructors from their province to see the candidate's progress. If a candidate does not receive a favourable evaluation, he/she may be asked to attend another evaluation. This period between the theory clinic and the practical evaluation can exceed one year but not more than 3 years. Candidates are to submit two written evaluations each year from a VC certified instructor/clinician.

If and when the certified instructors feel that the candidate is ready, a recommendation is made to the ROC who will then make a formal request for the candidate to be invited to the next National Practical Evaluation session as designated by the NPC each year as suitable for national evaluation using form N-2 or N-3. The Mentor must also be in agreement that the candidate is ready to attend the National Practical Evaluation session.

- 4.8.7** Upon successful performance and completion of all the criteria, the candidate is awarded National Referee Certification, ratified at the next ROC meeting.
- 4.8.8** Upon unsuccessful performance in either the theory exam or the practical evaluation, the candidate's promotion is delayed and the candidate's performance has to be reassessed in light of the comments given at the evaluation session.

The ROC can make, if he believes the candidate has made sufficient progress, a second recommendation for the candidate using form N-3 and a last and final invitation will be given to attend a designated event as selected by the NPC for final evaluation. This process applies to the theory exam and/or the practical evaluation.

NOTE: To maintain status, the candidate must remain active and attend designated seminars/clinics for upgrading if necessary.

- 4.8.9** Upon unsuccessful performance in both the theory exam and the practical evaluation or a second failed attempt in one or the other, the candidate is dismissed from the program.

4.9 General information

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

- He/she has successfully completed the requirements;
- His/her promotion is delayed and he/she must be re-evaluated at another designated tournament upon further recommendation of his/her ROC, or re-write the Theory Exam before being declared successful or unsuccessful;
- He/she was unsuccessful and is dismissed from the program.

Candidates that are unsuccessful in passing the Theory exam on their first attempt must re-write the Theory Exam within one year of the first attempt, unless approval is received from the NPC to grant a longer extension for preparation.

- 4.9.1** Candidates who are successful and are approved as National Referee are expected to act on the comments made at the clinics, remain active and help promote the development of other Referees in their respective regions.

National status is not the ultimate goal but one more step towards excellence.

- 4.9.2** 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.

- 4.9.3** Negative and unwarranted reaction by unsuccessful candidates may jeopardize their future in officiating. In extreme situations, disciplinary measures may be considered by the NOC.

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

- 4.9.4** The Clinic fee for the National Theory Clinic is \$400. This fee must accompany the application (form N-1) in order for the application to be accepted.

- 4.9.5** Candidates attending the National Theory Clinic will need to bring:

- Current Referee Guidelines
- A current Rulebook.
- A current FIVB Casebook

Volleyball Canada will provide:

- Level 4 Clinic Documents
- National Promotion Policy

4.9.6 Candidates' Expenses

4.9.6.1 National Theory Clinic

The candidate and/or region is responsible for:

- Registration fees

- Transportation, accommodation, and meals

4.9.6.2 National Practical Evaluation

The candidate and/or region is responsible for the cost of transportation to the clinic. The host is responsible for local transportation, accommodation, and per diems (in lieu of match rates).

4.10 Requirements for National Candidates

4.10.1 National Theory Clinic

- Form N-9 – National Theory Clinic Application
- Candidate letter of application
- Form N-1 – ROC Recommendation
- Form N-4 – Referee Technical File
- Name of Candidate's Mentor
- Two evaluations from a VC Certified Instructor
- Form N-5 – Referee Candidate Activity Form
- Registration Fees

4.10.2 National Evaluation Clinic

- Form N-2 – ROC Recommendation for first evaluation, or
- Form N-3 – ROC recommendation for a second evaluation
- Form N-4 – Referee Technical File
- Two evaluations from a VC Certified Instructor
- Form N-5 – Referee Candidate Activity form
- Letter of support from Candidate's Mentor
- 10 evaluation forms completed by the candidate during the current volleyball season

4.10.3 National Certification

- Form N-7 – National Official Membership Form
- Form N-8 – Criteria for National Promotion

4.10.4 National Candidate Evaluation

All National Evaluations are to be done by Volleyball Canada Certified Instructors, The evaluation forms to be used are:

- Form R-4 – Volleyball Canada Evaluation Form

4.11 Hosting a National Theory Clinic

The host will be responsible for the facility costs and 25% of the clinic expenses. Volleyball Canada will be responsible for 75% of the Clinic expenses. The cost for the candidates is a provincial responsibility (clinic fee, transportation, accommodation, meals).

The Host is to provide for local transportation and in collaboration with VC staff, coordinate the arrival and departure of candidates and clinicians.

The host must provide a meeting room at the hotel large enough to accommodate up to 12-16 people for Thursday night until Sunday afternoon. Any other location must be approved in writing by the NPCC.

The host is to provide audiovisual aids for the meeting room and if required is encouraged to supply refreshments.

The host must also provide the opportunity for candidates to observe a minimum of one match of proper level for the clinic either on Friday or Saturday evening. Only U Sport or CCAA level matches will be considered.

The host is requested to organise but not pay for a clinic supper on either Friday or Saturday evening after confirmation of the clinic agenda.

4.12 Hosting a National Practical Evaluation Session

The VC National Referee Committee shall sponsor a National Practical Evaluation Session in April or May of each year in conjunction with the VC hosted National Championship. The specific event that will be used will be reviewed each year.

VC, as the host, will provide a meeting room at the hotel large enough to accommodate up to 12-16 people for the Candidate/Clinician meeting which occurs on the morning of Day 1, as well as the final Day 3 Candidate/Clinician meeting and interviews. As well, a meeting space at the venue is required for morning meetings and post match debriefs over the course of the event.

The Host will be responsible for the meeting room costs and clinician's accommodations, honorarium, per diem and travel as part of the event. The cost for the candidates is a provincial responsibility (transportation).

The Host must also coordinate travel to and from the site for clinicians and candidates if the hotel is not within walking distance. The NOC budget will cover the cost of any rental vehicles that are required for the event, if adequate local transportation is not available.

The Host must pay candidates an honorarium of \$75, in lieu of a match rate plus a per diem.

5.0 International / High Performance Development - Indoor

5.1 Mandate & Objectives

To facilitate the upgrading of National Level Referees to the International Candidate Level, International Referee Level and finally to the International FIVB Referee Level.

To establish criteria and prerequisites for the selection of High Performance and potential International Candidates.

To evaluate and establish guidelines for current International Referees.

To continually improve the communication between this Committee and the Regional Associations, through the Volleyball Canada office.

To foster and administer communication within the Referee Committee and amongst all Volleyball Canada Referees.

To assist the NOC and the NRC in dispersing technical and administrative materials necessary to the Referee's program.

To establish a positive relationship between this Committee and the FIVB.

To maintain and improve the communication with all Volleyball Canada Referees.

5.2 Committee Structure

The Committee shall be composed of a Chairperson appointed by the NOC and recommended by the International / High Performance Development Committee. It is preferred that this person be an Active or Retired International Referee.

A minimum of four (4) Members will be appointed to the Committee by the International / High Performance Development Committee Chairperson.

The NOC shall be an Ex-officio Member of the Committee.

5.3 Program

To encourage the Candidacy, Promotion and Certification of Canadian National Referees to the FIVB International Level.

To govern the current International Program and Refereeing Body and promote the travel and upgrading of these members.

To ensure the best possible relationship between our members and the Volleyball Canada Office and the FIVB.

5.3.1 Criteria for an International Candidate

5.3.1.1 The proposed candidate must have been active at the National Level for at least three (3) consecutive years.

5.3.1.2 Prior to applying for International Certification candidates must have been a first referee in the medal round of one of the following events within three (3) years prior to the date of the application.

- A Volleyball Canada National Tournament 18U or higher

- One of the selected tournaments (see attached list) as chosen by the International Referee Sub-Committee
- In an International match involving Canada's National Team.

5.3.1.3 All International promotion applications must be approved by the Regional Officials Chairperson and submitted on the proper application form (Form R-1).

All application forms (R-1) for International promotion must be submitted to Volleyball Canada by November 30th of each year.

A registration fee set by Volleyball Canada must accompany each application for International Candidacy.

5.3.1.4 Applications are for a 2-year periods. Proposed candidates not selected to attend an FIVB International Clinic at the conclusion of the 2 year must re-submit his/her application for International Promotion according to section 5.3.1.3.

5.3.1.5 Candidates need to be aware that for health purposes, and the purpose of good appearance, the maximum body mass index (kg/m²) of referees will be 30.

5.3.2 Criteria for International Promotion

5.3.2.1 Candidates shall attend a sanctioned evaluation clinic organized by the NOC.

5.3.2.2 One tournament will be selected every two years (or as determined by the International Referees Committee) to be the site of the evaluation.
Candidates must achieve a consistent evaluation level of "very good".

5.3.2.3 Candidates must attend three selected tournaments (see attached list 5.3.3.5) within a two-year period after the submission of their application with certified evaluators present. Two of the three tournaments must be outside the candidate's home province. The Candidates must achieve an evaluation level of "very good".

5.3.2.4 Selected tournaments (see attached list in diagram 5.3.3.5) will be of University (CIS) calibre and approved by the International Referees Committee.

5.3.2.5 For the domestic international evaluation, candidates/regions are responsible for transportation, accommodation and per diems.
For evaluation tournaments, candidates/regions are responsible for transportation. The Host tournament is responsible for accommodations and per diems.

5.3.2.6 Candidates must be additionally evaluated at least once a year by a certified evaluator and achieve an evaluation level of "very good".

5.3.2.7 The proposed candidate must continue to referee in his/her region on an active basis and this activity is to be reported to the International Referees Committee by June 1st of each year using form C-6 (National Referees Activity Form).

5.3.2.8 Proposed candidates must consistently receive written evaluations of "very good".

5.3.2.9 Successful candidates will be ranked for attendance at the next available FIVB International Clinic. Candidates will be ranked on an annual basis.

5.3.2.10 The International Referees Committee and the NOC will give written confirmation to those selected to attend a FIVB clinic.

5.3.3 Criteria for International Certification

5.3.3.1 The Candidate must remain in GOOD standing with his/her Regional Association and with the National Association.

5.3.3.2 The Candidate must attend and successfully complete the ten (10) day International Clinic of Theory and Practical Evaluation and receive a result of "VERY GOOD".

5.3.3.3 The Candidate must complete the FIVB prescribed number of International Matches as First Referee within the time guidelines and these match results must be endorsed by a current FIVB Member. Copies are to be sent to all parties including the following:

- Regional Officials Chairperson
- Volleyball Canada
- The International Committee Chairperson
- The FIVB Technical Director.

5.3.3.4 The International Candidate/Region will be required to assume at least 50% of the costs involved of the FIVB International Clinic as well as the cost involved in obtaining the required matches.

5.3.3.5 University Tournaments sanctioned for International / High Performance Evaluation and Clinics

Women	Top 5/3	Sites	Top 5/3	Men
Yes	No	Dalhousie	No	Yes
Yes	Yes	Laval	Yes	Yes
	No	Sherbrooke	Yes	Yes
		Queens	No	Yes
Yes	Yes	York	Yes	Yes
Yes	Yes	Toronto		Yes
Yes	Yes	Winnipeg	Yes	Yes
Yes	Yes	Manitoba	Yes	Yes
		Regina		Yes
Yes	Yes	Saskatoon	Yes	Yes
		Calgary	Yes	Yes
		U of A		Yes
		UBC	Yes	Yes

This is not a complete list plus sanction may change due to ranking of teams participating.

5.4 Maintaining the International Level

5.4.1 The International Referee is to fulfill the terms of item 5.3.3.1 at ALL TIMES.

5.4.2 Activity forms R-5 and R-5A must be received annually by the prescribed date.

5.4.3 The International Referee is required to remain active in his/her Region as a Referee and Clinician/Evaluator.

5.4.4 The International Referee MUST attend a Rules of the Game Clinic each year and is expected to participate in this Clinic.

5.4.5 Should the International Referee fail to fulfill the requirements of this section, the International Committee reserves the right to deem this person as an Inactive Referee and remove their name from the list of active International Referees.

5.4.6 International Referees deemed inactive for two (2) consecutive years must complete a re-activation process laid out by the International Committee.

International Referees may request in writing to the IRC Chair SABBATICAL LEAVE based upon the criteria established by the FIVB.

- 5.4.7** Appeals will be accepted ONLY through the Regional Officials Chairperson of the Referee's PTA and the NOC.

5.5 General Information

- 5.5.1** ROC's and International Candidates must understand and appreciate the International Committees position relating to Funding. This will certainly delay our process.
- 5.5.2** ALL International Assignments will be made with as much advance notice as possible.
- 5.5.3** Consideration will be given to level of Competition and to Level of Referees Activity, when the International Committee looks at the assignment schedule.
- 5.5.4** All FIVB Sanctioned Competitions are NOT under the authority of this Committee.
- 5.5.5** The International Committee will make recommendations to the FIVB on a regular basis, but the final decisions rest with the International Federation in Switzerland.
- 5.5.6** The International Committee would recommend that all active International Referees travel outside Canada at least every TWO (2) Years (provided the number of assignments permits).
- 5.5.7** All International Referees travelling outside Canada will be required to submit a Post Event Report Form (R-9) within 21 days after the event to the International Committee Chairperson.
- 5.5.8** All International Referees and proposed International Candidates are required to have a valid Canadian Passport.
- 5.5.9** All International Referees are required to have a valid FIVB Passport Style Identification Card.
- 5.5.10** All domestic indoor International Matches will be assigned by the Chair of the International / High Performance Development – Indoor committee, in consultation with the NOC and the host ROC. Requirements and match rates for the referees, lines people and scorers are in **Appendix D**.
- 5.5.11** International Indoor Referees assigned to international events for NORCECA, FIVB, FISU or CISM, that incur costs for Visas, parking, taxi, etc will be reimbursed per **Appendix E**.
- 5.5.12** The National Referee Committee recognizes that the cost to attend an International Indoor Candidate course held outside of Canada can be high, and as such a cost share structure has been established. Please refer to **Appendix F** for the cost share breakdown.

6.0 Domestic / International / High Performance Development - Beach

6.1 Mandate & Objectives

To promote the development of Beach Volleyball referees in Canada.

To establish, maintain and evaluate a development plan for Beach referees in Canada.

To maintain the Certification Program for Volleyball Canada Beach referees.

To establish the criteria for the selection of candidates to become International Beach referees.

To cooperate with the Volleyball Canada Beach Committee in providing referees for Beach Volleyball Championships and major tournaments as required.

To assist the provinces/territories in implementing the Volleyball Canada Beach referees Certification and Development Plans.

To promote the assignment of Canadian beach referees to international beach volleyball competitions.

6.2 Committee Structure

The Beach Referee Committee will consist of an International Beach Referee Chair and a Domestic Beach Referee Chair both appointed by the NOC.

The International and Domestic Beach Referee Chairs may appoint additional members with the approval of the NOC.

The Chairperson of the Volleyball Canada National Referee Committee (NOC) will be ex officio member of the Beach Volleyball Referees Committee.

Volleyball Canada will appoint a staff liaison.

6.3 Program

To encourage the Candidacy, Promotion and Certification of Canadian National Referees to the FIVB International Level.

To govern the current International Program and Refereeing Body and to promote the travel and upgrading of these members.

To ensure the best possible relationship between our members, the Volleyball Canada Office and the FIVB.

The Domestic Development – Beach sub committee is responsible for the promotion and certification programs for Beach Volleyball referees in Canada for Levels I to IV.

The Domestic Development – Beach sub committee shall work closely with the Volleyball Canada Beach Committee to provide Beach referees for championships and major tournaments as required by the Beach Committee.

6.4 Guidelines for Certification – Levels I to IV

The Domestic Development – Beach sub committee and the Volleyball Canada National Referee Committee have established the following guidelines for the certification of Beach Volleyball Referees:

6.4.1 Level I: Local Certification

6.4.1.1 Purpose

The Level I or Local Certification program is designed for any individual who wants to become a Beach Volleyball referee. This is an entry level for Beach Volleyball referees.

6.4.1.2 Objectives

The three major components of the Level I certification are:

- Rules and their interpretations
- Mechanics of refereeing
- Procedures for Beach Volleyball matches and tournaments

6.4.1.3 Prerequisites

There are no prerequisites for Level I.

6.4.1.4 Criteria

- Attendance at a Level I Theory Clinic
- A successful practical evaluation
- Pass a Level I rules exam (70%)
- Registration with the provincial or territorial Association.

6.4.1.5 Level I (Local) Clinic

The content and the format of the Level I Clinic is outlined in the Level I Beach Referees Clinic Manual.

6.4.2 Level II: Provincial Certification

6.4.2.1 Purpose

This is the second level of certification for Beach Volleyball referees. It is designed for successful Level I referees who want to referee at higher levels of competition.

6.4.2.2 Objectives

The main objective of Level II certification is to increase the referees' technical ability so that they can referee at the highest levels of competition in their province/territory. At this level referees focus on perfecting their technical knowledge, adjusting to higher levels of play, and learning about the factors that influence the performance of referees.

6.4.2.3 Prerequisites

- Active as a Level I (Local) Beach referee for at least one year.
- Recommendation of the ROC or provincial coordinator of Beach Volleyball referees

6.4.2.4 Criteria

- Attendance at a Level II (Provincial) Theory Clinic
- A successful practical evaluation
- Pass a Level II rules exam (80%)
- Registration with the provincial/ territorial Association

6.4.2.5 Level II (Provincial) Clinic

The content and format of the Level II Clinic is outlined in the Level II Beach Volleyball Referees Clinic Manual.

6.4.2.6 Hosting a clinic

- Permission to host a Level II clinic must be obtained from the Domestic Development - Beach Chair.
- Following a Level II clinic, a report must be submitted by the clinician to Volleyball Canada.

6.4.3 Level III: Regional Certification

6.4.3.1 Purpose

This is the third level of certification for Beach Volleyball referees. It is designed to train the top Beach Volleyball Referees in Canada and prepare them for entering the Level IV (National) program.

6.4.3.2 Objectives

Referees at the Level III (Regional) certification will have the ability to referee the elite Beach Volleyball Competitions in Canada.

6.4.3.3 Prerequisites

- Active as a Level II (Provincial) Beach Official for at least two (2) years. Unless approved by ROC and NOC.
- The candidate must present in writing to the ROC and/or provincial or territorial coordinator of Beach Volleyball referees the reasons for his/her candidacy and a list of assignments reflecting criteria of quantity, quality and recency of experience supporting his/her candidacy.

6.4.3.4 Criteria

- Submission of a technical file (form B-11) to the Domestic Development - Beach committee
- Attendance at a Level III (Regional) Theory clinic
- Successfully complete a practical evaluation clinic
- Pass a Level III (Regional) rules exam (90%)
- Registration with Volleyball Canada and the provincial/ territorial Association

6.4.3.5 Level III (Regional) Clinic

The program/content of the Level III (Regional) Theory and Evaluation clinics is outlined in the Level III Beach Referees Clinic Manual.

6.4.3.6 Funding

The candidate and/or Region is responsible for the candidates expenses.

6.4.3.7 Hosting a Clinic

- Permission to host a Level III clinic must be obtained from the Domestic Development - Beach Chair.
- Following a Level III clinic, a report must be submitted by the clinician to Volleyball Canada.

6.4.4 Level IV: National Certification

6.4.4.1 Purpose

This is the fourth level of certification for Beach Volleyball referees. It is the highest level of certification in Canada and is designed to train the top Beach Volleyball Referees in Canada and prepare them for the Level V International.

6.4.4.2 Objectives

Referees at the Level IV (National) certification will have the ability to referee the elite Beach Volleyball Competitions in Canada as well as international events when needed.

6.4.4.3 Prerequisites

- Active as a Level III (Regional) Beach Official for at least three (3) years. Unless approved by ROC and NOC.
- The candidate must present in writing to the ROC and/or provincial or territorial coordinator of Beach Volleyball referees the reasons for his/her candidacy and a list of assignments reflecting criteria of quantity, quality and recency of experience supporting his/her candidacy.
- The candidate must be recommended by the ROC and/or provincial or territorial coordinator of Beach Volleyball referees with the support of at least one International or national level referee, based on qualifications (activity, attitude and ability). The ROC and/or P/T coordinator of Beach Volleyball referees will submit the documentation for the candidate.
- Approval of NOC.

6.4.4.4 Criteria

- Submission of a technical file (form B-11) to the Domestic Development - Beach committee
- Attendance at a Level IV (National) Theory clinic
- Successfully complete a practical evaluation clinic
- Pass a Level IV (National) rules exam (90%)
- Registration with Volleyball Canada and the provincial/ territorial Association

6.4.4.5 Level IV (National) Clinic

The program/content of the Level IV (National) Theory and Evaluation clinics is outlined in the Level IV Beach Referees Clinic Manual.

6.4.4.6 Funding

The candidate and/or Region is responsible for the candidates expenses.

6.4.4.7 Clinic Fee

A clinic fee for the National Theory clinic will be determined by the National Referee Committee and the Beach Referee Committee.

6.5 Guidelines for Certification – Level V

In 2017, the FIVB has adopted a new policy for holding International Referee Courses, whereby all International Referee Courses will be organized by the Continental Confederation, rather than FIVB. The number of courses to be offered will depend on the demand and the number of potential Candidates in a Confederation.

The International / High Performance – Beach sub committee will evaluate potential candidates at major Canadian events and will recommend proposed candidates to the National Referee Committee for approval.

Candidates accepted by the NRC, would attend a Continental Beach Volleyball Referee Course and upon successful completion would be nominated as a Continental International Beach Referee. This level of referee would be allowed to participate in an International Competition held in their respective Confederation.

The FIVB will organize an International Beach Referee Course every four years. Each Confederation will choose their best Continental International Referee, pending quota numbers, if applicable, to attend the FIVB Course. Upon successful completion of the FIVB International Beach Referee Course, the candidate would be nominated as an FIVB International Beach Referee and would be allowed to participate in International FIVB events.

6.6 General Information

6.6.1 Level I and II Beach Referees Clinics

Local and Provincial Beach referees clinics are to be organized and conducted by the PTA following the guidelines established by the VC NRC and the VC Beach Committee.

6.6.2 Level III (Regional) Beach Referees Clinic

Regional Beach referees clinics are to be organized and conducted by the PTA following the guidelines established by the VC NRC and the VC Beach Committee.

6.6.3 Level IV (National) Beach Referees Clinic

National Beach referee clinics will be held every two years if there is a sufficient number of candidates. The National Clinics will be organized in conjunction with the Volleyball Canada Beach Committee. The clinic fee will be determined by the National Referee Committee.

6.6.4 Beach Referee Uniform

The Domestic Development – Beach committee determines the uniform for Canadian referees in domestic competitions. The current Volleyball Canada Beach Referees' Uniform consists of:

- White VC 'golf' style shirt
- Dark blue shorts
- White socks and predominantly white shoes does it still that

Sponsors may provide uniforms that are to be worn at sponsored competitions.

The referee supervisor may authorize sandals as the appropriate footwear for domestic competitions.

6.6.5 Travel Expenses for International Referees

International Beach Referees assigned to international events for NORCECA, FIVB, FISU or CISM, that incur costs for Visas, parking, taxi, etc will be reimbursed per **Appendix E**.

6.6.6 Expenses for International Referee Candidate Course

The National Referee Committee recognizes that the cost to attend an International Beach Candidate course held outside of Canada can be high, and as such a cost share structure has been established. Please refer to **Appendix F** for the cost share breakdown.

7.0 Referee Committee – Awards

The National Referee Committee is proud to have the following awards available on an annual basis to recognize those individuals for their outstanding contributions to referee development and the sport of volleyball:

- Life Time Membership
- Volleyball Canada Hall of Fame
- Dennis Pomeroy Leadership Award

7.1 Life Time Membership Criteria

Each person recommended for consideration for Life Time Membership:

- May either be active or inactive within the volleyball community
- Must have been an active referee for no less than 12 years
- Must have served on either the Regional and/or National Referee Associations
- Must be considered as having made an outstanding contribution to volleyball refereeing and/or refereeing programs

7.1.1 Recommendations and Support

Recommendations for Life Time Membership may come from:

- Level IV or V referees
- ROC
- Provincial / Territorial Association (PTA)
- Member of the Volleyball Canada National Referee Committee Executive

Each recommendation must be witnessed or supported by at least one Regional Association Referee Executive, and consequently should be signed by one of these Executive Members.

7.1.2 Resumés for Life Time Membership

Submissions should include:

- Name
- Age
- Active number of years
- Personal refereeing background
- Dates of certification levels
- Some highlights of active refereeing i.e. National/International Competitions
- Executive positions held - Regionally, Nationally, Internationally
- Notable contributions worthy of mention should include time commitments, personal traits or expertise that make this person worthy of life-membership within our organization.
- Maybe awarded posthumously

NOTE: Nominations for a Referee Life Time Membership Award must be submitted in writing at the ROC meeting. Resumés must be in written form before they will be considered. Please see **Appendix G** for applicable form to use for the submission.

7.1.3 Volleyball Canada Referee Life Time Members

See **Appendix J** for complete listing of Life Time Members

7.2 Volleyball Canada Hall of Fame

Each year as part of the Volleyball Canada Convention / AGM weekend, the Hall of Fame induction ceremony is also held to recognize those individuals that have made a significant contribution to volleyball in Canada.

The Categories include:

- Athlete
- Builder
- Coach
- Referee
- Team

7.2.1 Hall of Fame Criteria - Referees

Referees nominated for induction in the Hall of Fame are individuals whose efforts and expertise in the development and training of volleyball referees, or in the performance of their duties as referees, have exhibited exemplary skill and commitment. Their dedication and proficiency should have resulted in the promotion and development of volleyball.

Criteria for Selection:

- Contribution to the training and development of other referees
- Recognized ability as a referee at the national and/or international level

Candidate Pool:

- Current or former national or international rated referees

7.2.2 Recommendations and Support

Recommendations for the Hall of Fame may come from:

- Level IV or V referees
- ROC
- Provincial / Territorial Association (PTA)
- Member of the Volleyball Canada National Referee Committee Executive

Each recommendation must be witnessed or supported by at least one Regional Association Referee Executive, and consequently should be signed by one of these Executive Members.

7.2.3 Resumés for the Hall of Fame

Submissions should include:

- Name
- Age
- Active number of years
- Personal refereeing background
- Dates of certification levels
- Some highlights of active refereeing i.e. National/International Competitions
- Executive positions held - Regionally, Nationally, Internationally
- Notable contributions worthy of mention should include time commitments, personal traits or expertise that make this person worthy of life-membership within our organization.
- Maybe awarded posthumously

NOTE: Nominations for a Volleyball Canada Hall of Fame Award must be submitted in writing at the ROC meeting. Resumés must be in written form before they will be considered. Please see **Appendix H** for applicable form to use for the submission.

7.2.4 Referees in the Hall of Fame

See **Appendix J** for complete listing of Hall of Fame Inductees

7.3 Dennis Pomeroy Leadership Award

Dennis Pomeroy from Saskatchewan was a long time friend, mentor, coach, developer and leader of referee development at all levels both within his home Province and across Canada. Dennis was also the longest serving NOC for Volleyball Canada at 10 years. With the passing of Dennis in 2017 – the Volleyball Canada National Referee Committee has created a Leadership Award to honor a member of a Provincial/Territorial Association who was, is, or has been a leader of referee development.

All eligible candidates will be assessed on the following factors:

- The level and significance of their contribution to the area of development of volleyball referees
- The consistency, dedication and contribution to the area of referee development over time
- Personal qualities/characteristics

See **Appendix I** for the Dennis Pomeroy Leadership Award Nomination template.

See **Appendix J** for complete listing of Dennis Pomeroy Leadership Award recipients.

8.0 Volleyball Canada Referee Code of Ethics

This code is not intended as a moralistic prescription of desirable behaviour that would restrict the liberty of individual referees. Instead, it represents a list of positive recommendations based on a plan of conduct accepted by officials as a whole.

It, therefore, consists of statements resembling rules of behaviour or maxims which those involved with the rules of the game will find immediately acceptable and with which tacit compliance is expected.

The philosophy of refereeing is based on the reason for having a body of rules that may in turn be summed up in the following words:

“THE PURPOSE OF THE RULES IS TO ADMINISTER THE GAME AND PENALIZE A PLAYER(S) WHO GAINS AN UNFAIR ADVANTAGE OVER HIS/HER OPPONENT AS THE RESULT OF AN ILLEGAL ACTION.”

This realistic concept can serve as a basis for a uniform but intelligent application of the rules of the game, derived from the following main principles.

FIRST PRINCIPLE

Coaches, instructors and players shall accept official interpretations of the rules governing their sport as published by the Canadian Rules of the Game Commission.

SECOND PRINCIPLE

Officials are responsible for applying the rules of the game in accordance with the official interpretations and shall comply with the refereeing code adopted by the national refereeing commission.

THIRD PRINCIPLE

Officials shall intervene in respect to actions that have in fact occurred and have been observed by them, and not on the basis of information received through third parties.

FOURTH PRINCIPLE

The fairness of the official's decisions is based on an overall view of the situation and his/her past experience of similar occurrences.

FIFTH PRINCIPLE

Except for situations in which a referee's specific authority is stated in the rules of play or in the refereeing code, all the officials shall make decisions on every punishable offence or fault observed by them in competitive play.

SIXTH PRINCIPLE

Officials shall cooperate in developing discipline in the sport and in creating conditions for optimal player performance, without misinterpreting the rules of play and in an impartial manner.

Since refereeing is to be regarded as an opportunity for self-development and not as a means of working off individual frustrations, and since an individual acting as a referee should constantly be striving to perform to the best of his/her abilities, officials will, therefore, see their role in light of the spirit of the rules and will not attempt to use it to satisfy a craving for authority.

The official will be aware of and will accept that the only reason for his/her existence is to help the players have a good match.

With a view to entrenching this notion, the Board of Referees and its members have adopted the following principles.

A. IN RELATION TO THE PLAYER

1. The official shall ensure that the player has a reasonable opportunity to perform to the best of his/her ability, within the limits of the rules.
2. The official's main concern shall be the player's safety. Any situation affecting this prime consideration of competition shall be avoided and/or terminated.
3. During the game, the official is required to supervise; he/she must take all reasonable steps to maintain a spirit of healthy competition. Accordingly:
 - a) He/she shall not permit intimidation of a player by other players or by team staff, either by word or action.
 - b) He/she shall not tolerate unacceptable conduct to officials, other players or spectators.
 - c) He/she shall avoid pointless discussions with players in a match situation; only team captains are authorized to address him/her.
4. In the heat of play the official, in his/her relations with players and team staff, shall make every effort to retain a presence of mind enabling him/her to direct the same with complete objectivity and the dignity required by his/her position.
5. When working in tournaments including novice players, the official shall accept the educational role expected of him/her and shall adapt his/her conduct to this particular aspect of the competition.
6. Away from the immediate environment of play, the official shall be open to discussion and contact with players, avoid any conduct suggesting self-importance, arrogance or sarcasm, show himself/herself receptive to constructive criticism and demonstrate due respect and consideration for different points of view and judgements.
7. Outside the court, the official shall conduct himself/herself in such a way that his/her relationship with players does not prejudice his/her subsequent work and the impartiality that must be obvious in it.

B. IN RELATION TO THE COACH

1. The official's conduct toward the coach and any other team staff shall be governed by respect and courtesy.
2. In a match situation the official shall intervene as required in order to facilitate the work of coaches within the framework of regular procedures and the limitations of the rules.
3. The official shall prohibit any unacceptable conduct by team staff in their relations with officials, players, other team staff and spectators, and shall take action against any offence of this nature in accordance with the procedures provided in the rules.
4. Outside the match context, the official shall adopt an attitude conducive to positive dialogue and calm communication with team staff. He/she will make a special effort to listen to constructive criticism, having due regard to the uninhibited spirit of competition prevailing in these circumstances, and shall demonstrate the necessary sense of proportion if subjected to the personal abuse that may result from such a situation.

C. IN RELATION TO OTHER OFFICIALS

1. Every official, in his/her relations with one or more other officials, shall consciously strive to create and/or cooperate in creating a friendly or at least pleasant working atmosphere governed by mutual respect, understanding, cordiality and, in particular, mutual encouragement.
2. In performing their work, the members of a team of referees coming together to officiate in a match shall strive to create this working atmosphere conducive to confidence, cooperation and communication, with a view to optimal performance as a group.
3. Every qualified minor or major official shall be accepted as a full member in a team of referees assigned to a match; the first referee shall ensure that this principle is complied with.
4. The first referee of a match shall take the action required to involve each member of the team or referees in the action and shall thank them at the end of the match.
5. When a particular situation is a difficult one for a referee to resolve and he/she is uncertain about his/her proposed solution, the official in question shall consult with the other officials with a view to finding a clearer solution.
6. The official shall accept the duties attached to the specific role he/she is required to play in a match and shall not attempt to transfer his/her responsibilities to other officials.
7. In a spirit of mutual help and development, each official shall accept the evaluation of other officials in the form of a review of a game. Such criticism shall be made in a spirit of honesty and received with all the attention due to it.
8. Experienced officials shall concern themselves with the development of less experienced officials by tactfully and clearly advising them as to how they may improve.
9. Every official shall refrain from public discussion of decisions of other officials and shall avoid criticizing or judging them impulsively at all times and in every situation, but particularly when wearing an official's uniform.

D. IN RELATION TO WORK, RESPONSIBILITIES AND GENERAL CONDUCT

1. The official shall make the necessary efforts to reach a high standard of competence, encourage the atmosphere conducive to the conscientious performance of his/her duties and contribute to preventing inadequate refereeing standards. The official shall accordingly:
 - a) Not perform any refereeing duties under false pretences concerning his/her skills and qualifications, especially as regards the regularity of his/her registration with VC's Board of Referees.
 - b) Not accept any present, benefit or favour that might subvert or appear to influence his/her subsequent decisions or actions in the performance of his/her duties.
2. Every referee shall perform his/her duties at acceptable physical and functional levels. This includes the requirements that he/she:
 - a) Take the necessary action to maintain physical condition sufficient to meet the organic and physical requirements of his/her duties.
 - b) Avoid performing duties if his/her faculties are significantly impaired by illness.
 - c) Rest sufficiently to be able to perform adequately.
 - d) Refrain from officiating while under the influence of drugs or alcohol.

3. When performing his/her duties, the official shall adopt an assured, dignified demeanour, in the knowledge that his/her actions as a referee should convey the sense of decorum inherent in the rules and procedures.

REQUIREMENTS CONCERNING PERFORMANCE OF THE REFEREE'S DUTIES:

4. Every official shall, while officiating, wear the uniform specified by Volleyball Canada and shall present a clean, well-groomed appearance personally and in his/her dress.

5. Each official shall seek to gradually acquire relevant experience and improve his/her skills, without attempting to progress too fast, by studying the rules, confirming any doubtful interpretation with the competent authority and by participating in training courses available to him/her, in a spirit of continuous learning.

PARTICIPATION IN COMPETITIONS:

6. The official must demonstrate complete reliability in relation to his/her commitments, fulfill them without exception and faithfully keep formal oral promises to officiate.

7. In accepting assignments to matches in a tournament, the official shall demonstrate goodwill with a view to a division of work that is fair to all parties. The official will therefore:

- a) Be available throughout the tournament period.
- b) Devote his/her full attention to each match in which he/she is involved.
- c) Avoid making any conditions tending to limit his/her participation.

The above considerations apply to all situations not involving circumstances beyond the control of the individual in question.

INVOLVEMENT IN A MATCH:

8. An official's first concern shall be to maintain the unshakable and absolute integrity of the refereeing function, which should be especially evident in his/her most difficult decisions. In accordance with this consideration, the official shall:

- a) Not allow himself/herself to be advised or influenced by any player, team staff or spectator.
- b) In his/her actions be free of all partiality or prejudice toward either of the teams involved.
- c) Not make decisions with the intention of compensating for them in a decision concerning a subsequent unrelated situation.

9. The official shall demonstrate total commitment in the match situation and adopt an appropriate attitude in his/her considered and discrete actions. He/she shall, for example, AVOID:

- a) Excessive fussiness in his/her judgements and stopping the game for insufficient reason.
- b) Dramatizing the seriousness of the events he/she is supervising.
- c) Making himself/herself the centre of attention in the game, since his/her only reason for being there is because of the players and to assist them.
- d) Noting the smallest details of a situation with a view to punishment.
- e) Allowing the game to continue without intervening when necessary, or pretending not to see.
- f) Taking the game lightly and not treating it seriously enough.

10. Through actions devoid of self-importance or arrogance, the official shall make a conscious effort to supervise play in a calm manner and make decisions without hesitation; this applies especially to difficult decisions, which he/she should announce decisively, without being inhibited by the importance of the situation.

11. The official should not, in an attempt to increase his/her standing or restore his/her reputation with a third person, seek to justify himself/herself or apologize in relation to difficult decisions made by him/her.
12. At the end of a match, after checking and signing the score sheet, the official shall quietly leave the court area without unnecessary delay.
13. A referee shall, while officiating, refrain from any public statement concerning matches in whom he/she is involved, especially a prediction of the outcome of one of these matches.

E. IN REGARD TO DISCIPLINE, GAME ADMINISTRATORS AND SPECTATORS

1. All officials who are members of the Board of Referees of VC shall be expected to act as fitting representatives of volleyball and of VC.
2. An official shall honour his/her word in regard to agreements made with VC and its representatives and fulfill his/her commitments in the agreed capacity as a referee, clinician, and official in charge of a specific task or any other duty specified.
3. Officials shall cooperate in developing volleyball and shall participate through their practical and moral support, to the extent that their skills, interests and availability allow, in building a solid and forward-looking organization.

These goals include an obligation on officials to:

- a) Contribute to the development or dissemination of training and development programs.
 - b) Become involved with the work of the various administrative authorities or accept and encourage their work.
 - c) Help with or take an interest in the physical arrangements for sporting or administrative events.
4. Officials shall act in their manners and language display a reserved and dignified attitude to spectators of volleyball, but shall also show due courtesy and respect.
 5. In all situations not specifically covered in this document, officials shall act in accordance with the spirit of the Code of Ethics and the philosophy and guiding principles of refereeing.

*Written by Claude Huot
Adopted by VC-NOC
September 1986*

*The Volleyball Canada Officials Committee would like to thank all those
who have collaborated in the writing of the code of conduct.*

9.0 Disciplinary Action, Suspension and Leaves of Absence

9.1 Mandate

The Volleyball Canada National Referee Committee has complete jurisdiction over all Beach and Indoor Referees who are classed as Level III (Regional), Level IV (National) and Level V (International). It is this Committee's responsibility to help train these Referees and maintain their efficiency. If, in the judgment of the Executive of the National Referee Committee or NOC, a referee does not maintain an appropriate level of refereeing expertise or an expected level of behavior (see Code of Ethics), he/she may be dealt with as deemed necessary.

All Volleyball Canada registered referees must be in **Good Standing** with both their PTA as well as with Volleyball Canada. The ROC in conjunction with the Executive Director of their PTA will generally be the first contact for any Code of Conduct violations that occur within their respective PTA. Code of Conduct violations that occur while a Referee is attending a Volleyball Canada National Championship will be reviewed by the National Referee Committee.

ROCs and PTAs are reminded that any sanction, as discussed in section 9.2, that is applied to a Volleyball Canada registered referee with Level III, IV, or V status, must be communicated in writing to the NOC, as soon as possible.

9.2 Sanctions

Disciplinary action may include but is not limited to:

- * Verbal reprimand
- * Written reprimand
- * Temporary suspension
- * Suspension
- * Decertification

The procedures for disciplinary action are the same as those adopted by Volleyball Canada and are outlined in the Volleyball Canada Rule book and provided.

9.3 Leaves of Absence – Sabbatical Leave

From time to time a beach or indoor referee may find that he/she may no longer be active as a referee or may need to request a formal leave of absence for various reasons. To be declared inactive or for a leave of absence, the following procedure must be followed:

9.3.1 Level III (Regional) Referee

Any Level III Regional referee that wishes to declare them self inactive, must provide a written request to their ROC requesting a leave of absence.

The ROC will review the request and provide written notification to the referee stating the acceptance or rejection of their request for a leave of absence. It is the responsibility of the Regional Referee Chairperson (ROC) to inform the Volleyball Canada National Referee Committee of the decision.

9.3.2 Level IV (National) Referee

Any Level IV National referee that wishes to declare them self inactive or take a leave of absence, must provide a written request to their ROC requesting a leave.

The ROC will review the request and provide written notification to the referee stating the acceptance or rejection of their request for a leave of absence. It is the responsibility of the Regional Referee Chairperson (ROC) to inform the Volleyball Canada National Referee Committee of the decision.

9.3.3 Level V (International) Referee

Any Level IV National referee that wishes to declare them self inactive, must provide a written request to their ROC requesting a leave of absence.

The ROC will review the request and provide written notification to the referee stating the acceptance or rejection of their request for a leave of absence. It is the responsibility of the Regional Referee Chairperson (ROC) to inform the Volleyball Canada National Referee Committee of the decision.

9.4 Reactivation Following Sabbatical Leave

For any referee that is Level I, II, or III who was declared inactive but wishes to return to active status, must submit a written request to their respective ROC. The ROC will review the request and establish a process to re-evaluate the referee in both theory and practical aspects of refereeing.

For any Level IV (National) referee who was declared inactive but wishes to return to active status, must submit a written request to their respective ROC. The ROC will contact the NOC to review the request and determine the appropriate and timing of the re-evaluation process for both theory and practical aspects of refereeing. These steps could include the requirement to attend the National Practical Evaluation session for theoretical and practical components.

For any Level V (International) referee who was declared inactive but wishes to return to active status, must submit a written request to their respective ROC. The ROC will contact the NOC to review the request and determine the appropriate and timing of the re-evaluation process for both theory and practical aspects of refereeing. The NOC will work with the Chair of the International / High Performance committee to determine the appropriate steps which could include the requirement to attend the a High Performance event for evaluation.

10.0 Resources, Training Materials & E Shop

The following resources and training materials can be found on the Volleyball Canada website or affiliates website:

- | | |
|--|-------------------------------------|
| 1) Volleyball Canada Rule Book – Indoor | Click here for link |
| 2) Volleyball Canada Referee Guidelines – Indoor | Click here for link |
| 3) Frequently Asked Questions “FAQs” – Indoor | Click here for link |
| 4) Scorekeeper Training – Indoor | Click here for link |
| 5) Line Judge Training – Indoor | Click here for link |
| 6) Beach Volleyball Rule Book – FIVB | Click here for link |
| 7) Sitting Volleyball Rulebook – WOVD | Click here for link |
| 8) Volleyball Canada Workplace, Violence and Harassment Policy | Click here for link |
| 9) Volleyball Canada Sexual Harassment Info Sheet for Referees | Click here for link |
| 10) Volleyball Canada Discipline and Complaints Policy | Click here for link |
| 11) Volleyball Canada Appeal Policy | Click here for link |
| 12) Volleyball Canada Social Media Policy | Click here for link |
| 13) U Sport – Men and Women Playing Regulations * | Click here for link |
| 14) CCAA – Men and Women Playing Regulations * | Click here for link |

- * The U Sport and CCAA Playing Regulations are only applicable to their National Championship events. Each conference will have specific regulations for league and playoff matches. Please contact your ROC for the most current conference specific regulations.

Volleyball Canada’s E Shop is the source for your referee uniform needs that includes the following items:

- Referee Shirt
- Referee Pants
- Referee Jacket
- Sanction Cards – Small and Large
- Fox 40 Whistles
- Referee Tossing Coin
- Rulebook

[Click here](#) to visit the E Shop.

Appendix A – National Referee Committee Position Descriptions

National Referee Committee Chair - NOC

Mandate:

The National Referee Committee's role is to provide leadership and direction to Volleyball Canada's Referee programs.

Qualifications:

- Minimum Level 4 Referee, recommended to be a Level 5
- Has been involved in Referee Development at the Provincial/Territorial level and/or National Level for Levels 1 thru 4
- Is a Certified Clinician for Volleyball Canada Levels 1 to 4
- Has been involved as a Referee Supervisor and Referee Mentor for Volleyball Canada for several years (minimum 5 years)
- Has been an ROC for a PTA for a period of time, and understands the relationship between the PTA referee group and the VC NRC
- Has been involved with the National Referee Committee as a Chair or Member of a Sub Committee
- Has excellent interpersonal skills and is well organized

Key Duties:

- To promote the development of the National Certification program in order to ensure a high level of officiating in Canada.
- To promote the development of the International Referees program to ensure that Canadian Referees are represented at FIVB and other competitions.
- To assist the regions to educate, train, and certify Referee at the local, provincial and regional levels.
- To work with the regions (or other volleyball stakeholders), to assist in the development and recruitment of officials.
- To work with the regions (or other volleyball partners) in delivering the Referee Development Plan to the volleyball community.
- To promote effective communication amongst the Volleyball Canada registered Referee and the volleyball community.
- To promote the development of a Beach Referee program, both Domestic and International.
- To ensure that documentation for referees is available .
- To ensure that the Volleyball rules and Referee Guidelines for Canada are consistent with those developed by the FIVB.
- Perform such additional tasks as may be assigned to the Committee by the Executive Director or the Board of Directors

Working Committees:

- All NOC Sub Committees

Liaise with:

- All NOC Sub Committees
- VC Staff and Standing Committees as required
- PTA ROCs, Referees and Executive Directors
- VC Board of Directors as required
- U Sport and CCAA

Domestic Development - Indoor

Sub Committee Mandate:

The role of the Domestic Development committee is to provide and maintain referee development programs for Levels 1 to 4 and to ensure that certified clinicians, evaluators and supervisors are appropriately trained so as to provide consistent messaging across all PTAs. These programs are to align so that as a referee transitions to higher levels, they have the required skill sets to ensure a smooth transition.

Qualifications:

- Minimum Level 4 Referee, recommended to be a Level 5
- Has been involved in Referee Development at the Provincial/Territorial level and/or National Level for Levels 1 thru 4
- Is a Certified Clinician for Volleyball Canada Levels 1 to 4
- Has been involved as a Referee Supervisor and Referee Evaluator for Volleyball Canada for several years (minimum 5 years)
- Has been involved with the National Officials' Committee as a Chair or Member of a Sub Committee

Responsibilities:

- To develop appropriate reference material for referee training.
- To provide a consistent format for presentation of information for development, keeping in mind new skill sets that will help with referee development at all levels.
- To ensure that the rules of the game are closely aligned with the FIVB rules of the game.
- To ensure that the Rulebook, Referee Guidelines and FAQs are updated annually.
- To develop and train certified clinicians, supervisors and evaluators, so that a consistent development message is being provided across all PTAs.

Working Committees:

- Referee Development Level 1 to 3
- Referee Development Level 4 (National Promotions)
- Referee Management Team

Liaise with:

- Chair, International / High Performance sub-committee to ensure consistency in program for transition to High Performance Stream.
- Chair of Officiating for Women.
- Volleyball Canada, Domestic Development Committee (DDC) to ensure that new rules being considered are appropriate for volleyball in Canada.

Domestic Development - Beach

Sub Committee Mandate:

The role of the Domestic Development committee is to provide and maintain referee development programs for Levels 1 to 4 and to ensure that certified clinicians, evaluators and supervisors are appropriately trained so as to provide consistent messaging across all PTAs. These programs are to align so that as a referee transitions to higher levels, they have the required skill sets to ensure a smooth transition.

Qualifications:

- Minimum Level 4 Referee, recommended to be a Level 5
- Has been involved in Referee Development at the Provincial/Territorial level and/or National Level for Levels 1 thru 3
- Is a Certified Clinician for Volleyball Canada Levels 1 to 3
- Has been involved as a Referee Supervisor and Referee Evaluator for Volleyball Canada for several years (minimum 5 years)
- Has been involved with the National Officials' Committee as a Chair or Member of a Sub Committee

Responsibilities:

- To develop appropriate reference material for referee training.
- To provide a consistent format for presentation of information for development, keeping in mind new skill sets that will help with referee development at all levels.
- To ensure that the rules of the game are closely aligned with the FIVB rules of the game.
- To ensure that the Rulebook, Referee Guidelines and FAQs are updated annually.
- To develop and train certified clinicians, supervisors and evaluators, so that a consistent development message is being provided across all PTAs

Working Committees:

- Referee Development – All Levels for Beach
- Rules of the Game and Operations
- Referee Supervisors and Certified Clinicians

Liaise with:

- Volleyball Canada DDC (Domestic Development Committee)
- Chair, International / High Performance sub-committee to ensure consistency in program for transition to High Performance Stream.

International / High Performance - Indoor

Sub Committee Mandate:

The role of the International / High Performance Committee is to identify and develop individuals who have the potential to advance into a Higher Performance referee and/or attain International certification. The committee will create a long term development plan that will identify potential referees early in their refereeing career to ensure sufficient time to transition into a High Performance and/or International referee.

Qualifications:

- Minimum Level 5 Referee
- Has been involved in Referee Development at the Provincial/Territorial level and/or National Level for Levels 1 thru 4
- Is a Certified Clinician for Volleyball Canada Levels 1 to 4
- Has been involved as a Referee Supervisor and Referee Evaluator for Volleyball Canada for several years (minimum 5 years)

Responsibilities:

- Develop trained mentors in all PTAs to assist in development of High Performance Referees.
- Create and maintain a detailed list of qualifications required to become High Performance Referee, and to ensure a fair and transparent process.
- Create and maintain a detailed list of qualifications required to become High Performance Referee, and to ensure a fair and transparent process.
- Recommends to the NOC, appointments of Referee Supervisors and Referees to attend the CIS and CCAA National Championships

Working Committees:

- U Sport Conveners

Liaise with:

- Chair of the Domestic Development – Indoor to ensure consistency in program for transition to becoming High Performance Referees.
- Chair of the National Promotions committee to ensure skillsets being taught are consistent with High Performance development plan.
- Chair of the International / High Performance – Beach Committee to ensure consistency across disciplines.
- VC High Performance Men's & Women's Committee

International / High Performance - Beach

Sub Committee Mandate:

The role of the International / High Performance Committee is to identify and develop individuals who have the potential to advance into a Higher Performance referee and/or attain International certification. The committee will create a long term development plan that will identify potential referees early in their refereeing career to ensure sufficient time to transition into a High Performance and/or International referee.

Qualifications:

- Minimum Level 5 Referee
- Has been involved in Referee Development at the Provincial/Territorial level and/or National Level for Levels 1 thru 4
- Is a Certified Clinician for Volleyball Canada Levels 1 to 3
- Has been involved as a Referee Supervisor and Referee Evaluator for Volleyball Canada for several years (minimum 5 years)

Responsibilities:

- Develop trained mentors in all PTAs to assist in development of High Performance Referees.
- Create and maintain a detailed list of qualifications required to become High Performance Referee, and to ensure a fair and transparent process.
- Create and maintain a detailed list of qualifications required to become High Performance Referee, and to ensure a fair and transparent process.

Working Committees:

- VC Beach Committee

Liaise with:

- Works with Chair of the Indoor Domestic Program Development to ensure consistency in program for High Performance Referees.
- Works with the Chair of the Beach International / High Performance committee to ensure consistency across disciplines

Women in Refereeing

Sub Committee Mandate:

The role of the Women in Refereeing committee is to raise the awareness of opportunities available for female referees. Develop strategies that will identify and eliminate barriers to female referee development.

Qualifications:

- Minimum Level 4 Referee

Responsibilities:

- Create a database of all female referees in Canada and assist the International / High Performance committees to identify female referees for further development.
- Create strategies to eliminate barriers that exist for female referee development.

Working Committees:

- None

Liaise with:

- All Sub Committees of the NOC.

Communications

Sub Committee Mandate:

The role of the Communications committee is to create a strategy for timely and effective communication to all referees in Canada. Create a vision to celebrate the successes of Canadian referees domestically and internationally.

Qualifications:

- Understands the structure of the Volleyball Canada NOC and PTAs
- Effective writer.

Responsibilities:

- Create an overall communication strategy for volleyball referees in Canada.
- Create a quarterly newsletter that is distributed to all referees.
- Create surveys to determine satisfaction among referees, and areas that need improvement.
- Create a “Celebrate Successes” strategy

Working Committees:

- None

Liaise with:

- Chair, Operations committee on communication of Recruitment and Retention strategies.
- All Sub Committee Chairs, NOC, Volleyball Canada and ROCs.

Operations

Sub Committee Mandate:

The role of the Operations Committee is to develop recruitment and retention strategies that can be distributed for use across all PTAs. As well, the Committee will work with the Volleyball Canada Beach & Referee Coordinator to develop plans for referee services at Volleyball Canada National Championships, Canada Games and NTCC events.

Qualifications:

- Minimum Level 4 Referee
- Has been involved in Referee Development at the Provincial/Territorial level and/or National Level for Levels 1 thru 4
- Is a Certified Clinician for Volleyball Canada Levels 1 to 4
- Has been involved as a Referee Supervisor and Referee Mentor for Volleyball Canada for several years (minimum 5 years)

Responsibilities:

- Will act as the NOC representative on the NIC for Volleyball Canada.
- Will work with the Beach & Referee Coordinator (VC Staff) to ensure VC National Championships receive appropriate referee services.
- Will work with the Communications chair to develop and distribute communications on referee recruitment and retention.
- Will coordinate all travel requests by VC Referees wishing to travel to the USA.
- Will work with ROCs to annually review the Registration Fees and Payment Structure for referee services within each PTA
- Will work with the VC Director, Domestic Competitions to ensure referee services for VC National Championships are appropriately compensated.

Working Committees:

- None

Liaise with:

- Communications
- Domestic Development for Referee Development Team requirements

Sitting Program Development

Sub Committee Mandate:

The role of the Sitting Committee is to develop and maintain a referee development program for sitting volleyball in Canada.

Qualifications:

- Minimum International Referee
- Has been involved in Referee Development at the Provincial/Territorial level and/or National Level for Levels 1 thru 4

Responsibilities:

- Create and implement a Sitting volleyball referee development plan for Canada.

Working Committees:

- None

Liaise with:

- NOC and all Sub Committee Chairs as required.

Appendix B – Match Rates, Per Diems and Honorariums for VC Indoor Nationals – 2019/2020

Match Rate (paid by Tournament Host)

Age Class Nationals:

- 14 & Under - **\$20.00** per match / per referee (best 2 of 3)
- 15/16 & Under - **\$23.00** per match / per referee (best 2 of 3)
- 18/17 & Under - **\$24.00** per match / per referee (best 2 of 3)

NTCC and Senior Nationals:

- NTCC - **\$37.00** per match / per referee (best 3 of 5)
- NTCC - **\$25.00** per match / per referee (best 2 of 3)
- Senior Event - **\$29.00** per match / per referee (best 2 of 3)
- Senior Event - **\$47.00** per match / per referee (best 3 of 5)

For all VC championships, except U14 round robin matches, there will be two referees assigned per match. The rates above are for each referee.

Per Diem (paid by tournament hosts)

- VC Referees, Referee Supervisors, Referee Mentors & Assignor(s) will be paid \$42.00/per day per diem (based on actual travel days and competition days, pro-rated for partial days).
- Breakfast = \$9.00 Lunch = \$12.00 Supper = \$21.00

Mileage rate for Volleyball Canada is \$0.30/km

Honoraria (paid by tournament hosts)

Head Referee Supervisor - **\$600.00** per Event

Assistant Referee Supervisor - **\$450.00** per Event

Head Referee Mentor - **\$600.00** per Event

Assistant Referee Mentor(s) - **\$450.00** per Event

Head Assignor(s) - **\$500.00** per Event

Assistant Assignor(s) - **\$450.00** per Event

Appendix C – Honorariums and Per Diems for Clinicians and Referee Supervisors - Indoor

Honorariums and per diems for Clinicians and Referee Supervisors appointed by the NOC to attend the following events are the responsibility of the NOC Budget:

- Clinicians - National Promotion Theory Clinic
- Clinicians – Referee Mentor Clinic
- Clinicians – Referee Supervisor Clinic
- Referee Supervisors – U Sport
- Referee Supervisors – CCAA
- Referee Supervisors – NTCC
- Referee Supervisors – Canada Games

Event	Honorarium	Per Diem
Clinician – National Promotion Theory Clinic	\$450.00	\$42.00 per day
Clinician – Referee Mentor Clinic	\$300.00	\$42.00 per day
Clinician – Referee Supervisor Clinic	\$300.00	\$42.00 per day
Referee Supervisor – U Sport Nationals	\$450.00	\$42.00 per day
Referee Supervisor – CCAA Nationals	\$450.00	\$42.00 per day
Referee Supervisor – NTCC	\$450.00	\$42.00 per day
Referee Supervisor – Canada Games	\$500.00	n/a

Per Diems will be pro-rated for partial days and actual travel days to and from the event, based on the following breakdown:

Breakfast = \$9.00

Lunch = \$12.00

Supper = \$21.00

Appendix D - International Match Rates and Requirements - Indoor – 2017/2018

Match Fee (1 st Referee)	\$80.00
Match Fee (2 nd Referee)	\$80.00
Reserve Referee	\$80.00
Linesperson	\$40.00
Scorer	\$40.00
Assistant Scorer	\$40.00

Level of Certification (1st & 2nd Referee and Reserve Referee)

- ✚ Minimum level of certification for International Matches will be Level V (International) or International Candidate
- ✚ Where circumstances do not permit an International Referee or International Candidate to be available – then a Level IV (National Referee) may be used at the approval of both the host ROC and VC National Team Centre.

Level of Certification (Linesperson & Scorer)

- ✚ Minimum level of certification for International Matches will be Level III (Regional)
- ✚ Where circumstances do not permit a Level III, Level IV, Level V or International Candidate Referee to be available – then a Level II (Provincial Referee) may be used at the approval of both the host ROC and VC National Team Centre.

Assigning of Referees (1st, 2nd and Referee Assistants)

- ✚ Referees will be assigned from the local area – Volleyball Canada National Team Centre will pay for travel, meals and accommodations if needed:
 - Gatineau Matches (greater Ottawa/Gatineau Region)
 - Richmond Matches (greater Vancouver Region)
- ✚ If Referees are not available – then in conjunction with the NOC and the ROC, referees may be assigned from another area:
 - Volleyball Canada National Team Centre will pay for all travel expenses, meals and accommodations associated with the match
- ✚ If the ROC is wanting to use the match for referee development – then the ROC will assume all the travel costs associated with the selected referee and all other additional expenses (ie: meals, travel, accommodations, etc.) associated with officiating the match

Appendix E – Expense Reimbursement for International Travel – Beach & Indoor

International Referees and Supervisors (Referee Delegates) for both Beach and Indoor that are assigned to NORCECA, FIVB, FISU or CISM events may incur costs associated with Visas, parking, taxi, etc. Travelling International referees and supervisors will receive a lump sum amount from the respective organization to offset travel expenses incurred. The Volleyball Canada National Referee Committee will provide support to each referee and supervisor based on the table below:

Event	Paid By	Visa	Taxi	Parking
FIVB	Referee	<= \$150	<=\$100	<=\$100
	NOC	if > \$150, NOC to pay up to max \$150	if > \$100, NOC to pay up to max \$100	if > \$100, NOC to pay up to max \$100
NORCECA	Referee	<= \$150	<=\$100	<=\$100
	NOC	if > \$150, NOC to pay up to max \$150	if > \$100, NOC to pay up to max \$100	if > \$100, NOC to pay up to max \$100
FISU	Referee	n/a	U Sport / Referee	U Sport / Referee
	NOC	n/a	n/a	n/a
CISM	Referee	Dept of Defense	Dept of Defense	Dept of Defense
	NOC	n/a	n/a	n/a
OTHER	Referee	To Be Reviewed	To Be Reviewed	To Be Reviewed
	NOC	n/a	n/a	n/a

Receipts must be submitted in order for any reimbursement to be processed by Volleyball Canada.

Appendix F - International Candidate Course – Cost Share (Beach & Indoor)

The National Referee Committee recognizes that the cost to attend an International Candidate course, for either Beach or Indoor, held outside of Canada can be quite expensive, and as such a cost share structure has been established.

The cost sharing structure for International Candidates to attend a course will be based on covering the following expenses related to the candidate's attendance at the course:

- Candidate Registration Fee
- Air Fare – economy class
- Visa, if required

The National Referee Committee will provide a subsidy of 50% of the above costs to a Maximum of \$1,200 CAD. The Candidate and their PTA have the choice of having Volleyball Canada pay for 100% of the above costs incurred and then invoice either the Candidate or the PTA for their 50% share. If the Candidate / PTA wish to pay for 100% of the above costs incurred for the course, they can then submit an invoice to Volleyball Canada for 50% (maximum of \$1,200 CAD) following completion of the course.

Appendix G – Life Time Membership Nomination Form

Volleyball Canada – Referee Committee Life Time Membership Nomination

Date: _____

Name of Referee: _____

Province/Territory: _____

Highlights of Refereeing Career – Domestically and/or Internationally

Involvement within the Provincial / Territorial Association

Involvement within Volleyball Canada

Submitted by: _____

Appendix H – Volleyball Canada Hall of Fame – Nomination Form

The Hall of Fame nomination form must be completed in full to be considered eligible. Forms must be typewritten or clearly printed. Please include any supporting documentation including photographs, articles or other available information up to a maximum of three (3) original pages. A separate nomination form must be completed for each nominee.

PART A: NOMINEE INFORMATION

Name: _____

Address: _____

Telephone: Home () _____ Business () _____

Email: _____

Date of Birth: _____

Place of Birth: _____

If deceased, date of passing: _____

Next of kin (name and address): _____

Telephone: () _____

In which Hall of Fame category is the Nominee to be considered for nomination?

• Athlete • Builder • Coach • Referee • Team

PART B: CAREER INFORMATION

Please list details of the nominee's career in accordance with the award they are being nominated for. Please be as complete as possible and highlight major achievements and contributions, including dates and the level of competition involved (local, provincial, national, international).

NOTE: Nominations should clearly identify how the candidate meets the stated criteria for the award category.

PART C: ACCOMPLISHMENTS AND HONOURS

1. Meritorious Achievements: Please list any awards, honors or meritorious achievements bestowed upon the nominee during, or as a result of their career. Please include dates and related information.

2. Please list the nominee's personal attributes with regard to skill, character, dedication and overall contribution to the sport.

3. Please provide any additional comments concerning the nominee's contribution to the sport of volleyball or provide any general information you feel warrants consideration by the Awards & Alumni Committee.

PART D: NOMINATOR INFORMATION

Nominator (Individual or Association): _____

Address: _____

Telephone: Home () _____ Business () _____

Email: _____

Date submitted: _____

Signature of nominator

Please forward complete nomination submissions by September 30th to: lucie@volleyball.ca

Or by mail:

c/o Volleyball Canada

1A-1084 Kenaston Street

Ottawa ON

K1B 3P5

Appendix I – Dennis Pomeroy Leadership Award

Volleyball Canada National Referee Committee Dennis Pomeroy Leadership Award

Nomination Form

Dennis Pomeroy from the Saskatchewan Volleyball Association was a long time friend, mentor, coach, developer and leader of referee development at all levels both within his home Province of Saskatchewan and across Canada. With the passing of Dennis this past year – the Volleyball Canada National Referee Committee would like to honor a member of a Provincial/Territorial Association who was, is, or has been a leader of referee development.

All eligible candidates will be assessed on the following factors:

- ❖ The level and significance of their contribution to the area of development of volleyball referee
- ❖ The consistency, dedication and contribution to the area of referee development over time
- ❖ Personal qualities/characteristics

Specify the nominee's contribution to the growth and development of referee development through his/her involvement at the local/community level, the provincial level and/or the national/international levels, and describe the impact the nominee has had on referee development.

Provide information to illustrate the nominee's leadership skills, character, and integrity to referee development.

Provide information to illustrate the perseverance and dedication of the nominee to referee development, including the number of years of service at each level, various positions held, period of time the nominee contributed to referee development, etc.

List any awards that the nominee may have received within their Provincial/Territorial Association

Submit your nomination form (electronically) to
Pat Thorne - Volleyball Canada National Referee Committee Patricia.Thorne@nbcd.nb.ca

Deadline for submission is April 1st of each year.

Appendix J – National Referee Committee – Annual Award’s Winners

Life Time Members	
Year	Name
1987	Anton Furlani (ON)
1989	Wezer Bridle (MB)
1989	Edward Toews (MB)
1994	Brad Barton (NS)
1994	Don Pfeifer (SK)
1996	Raymond Côté (QC)
1996	Mike Rockwell (BC)
1997	Jean Guy Ouellet (QC)
1997	Claude Huot (QC)
2000	Vale Savege (BC)
2003	Larry Lerberkmo (AB/BC)
2008	Dennis Pomeroy (SK)
2010	Glenn McKay (AB)
2013	Sylvia Jaksetic (ON)
2015	Diane Vandy (QC)
2015	Peter Henry (MB)
2015	Daryl Friesen (MB)
2016	Jack Campbell (NB)
2016	Pierre Farmer (QC)

Hall of Fame	
Year	Name
2000	Gilles Fortin
2001	Walter Stochansky
2003	Edward Toews
2006	Wezer Bridle

Dennis Pomeroy Leadership	
Year	Name
2017	Eric Lawlor

Appendix K – Referee Development Team – Roles

Referee Supervisor	Referee Mentor
<ul style="list-style-type: none"> • Represent the Volleyball Canada Officials Committee and the NOC; • Liaison with the Event’s Host Committee; • Liaison with the Event’s organizational national representative; • Liaison with the Head Level 4 Clinician; • Liaison with the Head Referee Evaluator; • Liaison with the host province ROC; • Providing in advance of the Event the match schedules and list of assigned officials to the Assignor so that preliminary assignments can be made; • Conducting facility and court inspections prior to and during the Event for compliance with Volleyball Canada standards; • Directs the work of the Assistant Supervisor(s); • Member of the Event’s tournament Jury; • Coordinates, with the Assignor, any movement of matches between courts • Attend the Event’s Technical Coaches’ Meeting, if applicable; • Conduct the Event’s pre-tournament Referees’ Technical Meeting, and daily referees’ meetings, if necessary; • Assist, as required, the Assignor(s) and Head Referee Evaluator to ensure the appropriate assignment of referees throughout the event, • Submit a post tournament report and other requested reports to Volleyball Canada and the NOC within 10 days 	<ul style="list-style-type: none"> • Liaison with the Head Referee Supervisor; • Oversee the work of the Assignor(s), and using evaluation and other information, ensure the proper assignment of officials to playoff round matches; • Conduct a pre-tournament technical meeting of the Assistant Referee Mentor(s); • Oversee the work of the Assistant Referee Mentor(s) and ensure a systematic process exists to evaluate and rank or group all officials at the Event; • Oversee the work of the Assignor to ensure that assignments are based on Performance at the particular event • Review the mentor comments and rankings to ensure a consistent objective standard is used by the Mentors; • Conduct daily meetings with the Assistant Referee Mentor(s) to identify common issues and trends, and review rankings/groupings/evaluations; • Conduct daily Referee briefings, meetings or communications, as necessary to discuss Event or officiating issues and concerns; • Prepare ranking or grouping reports as requested by the Head Referee Supervisor, Volleyball Canada and the NOC, and submit them within 10 days;