

Volleyball Alberta Officials



Policy and Procedures Manual - Appendices

Revised December 2, 2017

In effect December 2, 2017

APPENDIX 1

Definitions of Terms

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.

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.

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.

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 *Alberta 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.

Types of behaviour which constitute Harassment include, but are not limited to:

- Unwelcomed jokes, innuendo or teasing about a person's looks, body, attire, 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.

- Condescending, patronizing, threatening or punishing actions, based on a ground of discrimination, which undermine self-esteem or diminish performance.
- Practical jokes based on a ground of discrimination, which cause awkwardness or embarrassment, endanger a person's safety or negatively affects performance.
- Unwanted or unnecessary physical contact including touching, patting or pinching.
- Unwelcome flirtation, sexual advances, requests or invitations.
- Behaviours such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative or hostile environment.

What is Criminal Harassment?

Criminal Harassment (also known as stalking) involves following another person; monitoring them or someone close to them, or their home; contacting them repeatedly against their wishes or threatening them. For a charge of criminal harassment to be laid, the victim must have reason to fear for his/her safety (or the safety of someone else) and the perpetrator must know - or could reasonably be expected to know—that the victim is fearful (Family Violence in Canada, A Statistical Profile, 2001). Criminal charges may also be laid in harassment cases if a person has been physically or sexually assaulted.

Hazing

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

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.

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 or hazing 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.

Contact

- Touch and fondled in sexual areas
- Forced to touch another person's sexual areas
- Kissed or held in a sexual manner
- Forced to perform oral sex
- Vaginal or anal intercourse
- Vaginal or anal penetration with object or finger
- Sexually oriented hazing

Non-Contact

- Obscene calls/remarks on an electronic device or in written notes
- Voyeurism
- Shown pornography
- Forced to watch sexual acts
- Sexually intrusive questions or comments
- Indecent exposure
- Forced to pose for sexual photographs or videos
- Forced to self-masturbate or to watch others masturbate

APPENDIX 2

Information on the Position of ROC

Duties/Responsibilities

The ROC is responsible for:

1. Representing the province of Alberta at the annual ROC meeting held by VC.
2. Communication within the province of any rule interpretations from VC. The ROC may communicate this information directly or may channel the communication through the ZOCs, who then distribute to their referees.
3. Attending all ZOC meetings as called by the VAO President.
4. Attending all Annual General Meetings called by VA. May be called upon to submit a written report to Volleyball Alberta; this report is to be made available to all VAO upon request.
5. Overseeing the training and certification of all Level 3 and Level 4 referees in the province. Includes submitting the names of those referees selected for upgrading to Level 4 to VC for inclusion at the theory session and practical evaluation. Also includes submitting the names of those referees that have successfully completed upgrade to Level 3 within Alberta to VC for ratification.
6. Through the ZOCs, overseeing the training and certification of all Level 1 and Level 2 referees in the province.
7. Recommending/assigning registered Alberta referees to Usports and ACAC league matches held within Alberta. Input from the ZOCs will be taken into account as feasible. If the ROC so chooses, they may delegate this responsibility to the ZOCs.
8. Recommending/assigning registered Alberta referees to major tournaments being held within Alberta. Input from the ZOCs will be taken into account as feasible.
9. Recommending/assigning registered Alberta referees to any National or International matches held within Alberta. Input from the ZOCs will be taken into account as feasible.

10. Maintaining a list of registered Alberta referees that may represent Alberta at National championships or other events outside Alberta. Said list will be provided to the NOC upon request.
11. Monitoring the activity of the Level 3/4/5 referees within Alberta, specifically looking at activity at the collegiate (ACAC) and university (Usports) levels. If the ROC has delegated assigning authority as in 7 above, the ZOC will monitor this activity and report to the ROC.
12. Nominating the chairperson(s) of the Level 3 and Level 4 upgrade committees; this nomination is subject to acceptance by the referee nominated for the post and ratification by the VAO RC. The ROC is an ex-officio member of the committee.

The ROC will also be responsible for any sundry duties assigned to their portfolio by VC or VA as required.

Nomination Procedures

Nomination is completed using the form found in Appendix 3 – ROC Nomination Form. Details pertinent to the completion of the form are as follows:

1. The VAO President will send a notice to all ZOC's to inform them of the opening VAO ROC Election and shall instruct them to send it out to all the referees in their respective Zones.
2. The nomination form (Appendix 2 – ROC Nomination Form) must be completed in full. Any registered VAO in good standing may nominate an eligible candidate for the position of ROC.
3. The completed nomination form must be sent to the Election Committee Chair, who is elected at the VAO RC, and who is identified in the notice that is sent to all ZOC's by the VAO President.

Dates for submission of the nomination forms will be decided upon at the Spring ZOC meeting. ZOCs will be notified of the names of candidates for the position of ROC per the agreed upon date established at the Spring ZOC meeting.

Election Procedures

If there is to be an election to determine the position of the ROC, the only eligible voters are referees in good standing with the VAO holding certification levels of 3, 4 or 5. A period of one month will be given between the nomination and election procedures to allow candidates to campaign. This will be set at the Spring ZOC meeting.

Voting would then open for the two week period for the actual election will be set at the Spring ZOC Meeting. The election shall be by ballot; this can be by either mail out or by electronic form (i.e. email). ZOCs must retain all ballots from their zone and forward to the Election Committee Chair. Voting results are initially based on the zone. Each zone is allotted one vote; the exceptions are the Calgary and Edmonton zones, which have larger numbers. The vote for Calgary and Edmonton will be counted as two.

In the case of a tie based on zone votes, the cumulative total of all votes makes up the decision for the position of ROC.

Elections are completed according to the following steps:

1. ZOCs will be notified of the names of candidates for the position of ROC by the Election Committee Chair.
2. Should there be an election for the position of ROC, ZOCs will conduct the vote within their respective zones. Ballots are to be sent out to eligible voters using the form that will be forwarded to them by the Election Committee.
3. Should an eligible voter not be comfortable with the electronic form, they may print the form and mail it to their respective ZOC. The ZOC will not disclose any information from the ballot process.
4. Results of the zone vote are forwarded to the Election Committee Chair by the ZOC. As noted above, the ZOC is to retain the ballots and send to the Election Committee Chair.
5. The Election Committee Chair will tally the votes to determine the successful candidate. In the event of a tie, the cumulative total of all votes will be used to determine the successful candidate.
5. Upon determining the successful candidate, the Election Committee Chair will make the result known to the AVO President who will, in turn, notify VA and then the ZOCs. The ZOCs shall advise the Level 3/4/5 referees in their zones.
6. Ballots are to be retained for a minimum of thirty days after the election result is given. After thirty days, all ballots are destroyed.

Expenses

All approved expenses for the ROC Election shall be covered via the VAO budget.



APPENDIX 3

ROC Nomination Form

Refer to the VAO Policy and Procedure Manual - Appendices (Appendix 2 – Information on the Position of ROC) for details regarding the position, nomination and election procedures.

Nomination Procedures – Any registered VAO in good standing may nominate an eligible candidate for the position of ROC.

Candidate Eligibility – Must be a certified, registered Level 3 official (or higher) in good standing with the VAO.

Term of Office – Can remain in office in three-year terms, provided that the individual performs satisfactorily according to Alberta Volleyball and VAO standards. The VAO RC retains the right to refuse lengthening of the term past three years or additional terms if the individual is deemed to no longer meet the needs of the role or put the best interest of the officials forward.

Duties/Responsibilities – As per the current VAO Policy and Procedure Manual, Appendix 2 – Information on the Position of ROC.

I, _____, would like to nominate _____
(nominator, print name) (nominee, print name)

as a candidate for the position of Regional Officials' Chair (ROC),

election period of July 1, 20__ – June 30, 20__ (a three-year term)

The nominee is aware of the duties and responsibilities of the position, and has agreed to let their name be put forth for election purposes.

APPENDIX 4

Information on the Position of VAO President

Duties/Responsibilities

The VAO President is responsible for:

1. Calling at least one ZOC meeting per year and chairing the ZOC meeting. In their absence, they may delegate this role to a member of the VAO executive committee.
2. Attending all Annual General Meetings called by VA. May be called upon to submit a written report to AV; this report is to be made available to all VAO referees upon request.
3. Maintaining an up to date list of all referees; this list is to be made available to all VAO referee committee members with need. This may be done in conjunction with VA Program Director – Officials.
4. Monitoring collection of all referee dues and the direction of this collection to the VAO and VC as required. Includes submission of the necessary VC paperwork and dues per the VC given timelines for registration of referees. This may be done in conjunction with VA Program Director – Officials.
5. Developing, implementing and enforcing of consistent financial policies and practices.
6. Preparing, maintaining and presenting a financial report and budget to the VAO RC.
7. Conducting investigations of complaints leading to Possible Sanctions, as stipulated in the VOA Policy and Procedure Manual; making a decision on the application of sanctions; and completing and publishing a VAO Order on the investigation.
8. Ensuring that all indoor and beach referees have access to the most current available rules, interpretations and match protocols as determined by the user groups serviced.
8. Development and communication of procedure(s) regarding disciplinary policies and implementation of appropriate sanctions.
9. Development and implementation of a communication process that informs all referees of points of interest on a monthly basis for indoor and beach volleyball.
10. Development and implementation of a process to monitor, evaluate and make

recommendations for VAO programs and overall service delivery.

11. Development, circulation and analysis of surveys (internal and external) to determine the level of, and increase the satisfaction with, officiating services.
12. In conjunction with the ROC, tracking the number of referee complaints, and ensuring year over year that there is a reduction in the number of complaints.

The VAO President will also be responsible for any sundry duties assigned to their portfolio by AV or the ROC as required.

Nomination Procedures

Nomination is completed using the form found in Appendix 5 – VAO President Nomination Form. Details pertinent to the completion of the form are as follows:

1. The VAO President will send a notice to all ZOC's to inform them of the opening VAO President Election and shall instruct them to send it out to all the referees in their respective Zones.
2. The nomination form (Appendix 5 – VAO President Nomination Form) must be completed in full. Any registered VAO in good standing may nominate an eligible candidate for the position of VAO President.
3. The completed nomination form must be sent to the Election Committee Chair, who is elected at the VAO RC, and who is identified in the notice that is sent to all ZOC's by the VAO President.

Dates for submission of the nomination forms will be decided upon at the Fall ZOC meeting. ZOCs will be notified of the names of candidates for the position of VAO President per the agreed upon date established at the Fall ZOC meeting.

Election Procedures

It should be noted that for the position of VAO President, eligible voters are referees in good standing with the VAO holding certification levels of 1, 2, 3, 4 or 5. A period of time will be given between the nomination and election procedures to allow candidates to campaign (time frame agreed to at the December ZOC meeting preceding the election).

The election shall be by ballot; this can be by either mail out or by electronic form (i.e. email). ZOCs must retain all ballots from their zone and forward to the Election Committee Chair. Voting results are initially based on the zone. Each zone is allotted one vote; the exceptions are the Calgary and Edmonton zones, which have larger numbers. The vote for Calgary and Edmonton will be counted as two. In the case of a tie based on zone votes, the cumulative total

of all votes makes up the decision for the position of ROC.

Elections are completed according to the following steps:

1. The Election Committee Chair will forward the names of eligible candidates and any other pertinent information to the ZOCs by an agreed upon date (this date is set at the December ZOC meeting prior to the election).
2. ZOCs will conduct the vote within their respective zones. Ballots are to be sent out to eligible voters.
3. Should an eligible voter not be comfortable with the electronic form, they may print the form and mail it to their respective ZOC. The ZOC will not disclose any information from the ballot process.
4. Results of the zone vote are forwarded to the Election Committee Chair by the ZOC. As noted above, the ZOC is to retain the ballots and send to the Election Committee Chair.
5. The Election Committee Chair will tally the votes to determine the successful candidate. In the event of a tie, the cumulative total of all votes will be used to determine the successful candidate.
6. Upon determining the successful candidate, the Election Committee Chair will make the result of the election public to the VAO referee committee. The VAO President will, in turn, notify Volleyball Alberta. The ZOCs shall advise the Level 3/4/5 referees in their zones.
7. Ballots are to be retained for a minimum of thirty days after the election result is given. After thirty days, all ballots are destroyed.

Expenses

All approved expenses garnered by the VAO President shall be covered in part from dues and fees payable by all VAO, and in part from various grants and allowances made available through the VA office.



APPENDIX 5

VAO President Nomination Form

Refer to the VAO Policy and Procedure Manual - Appendices (Appendix 4 – Information on the Position of VAO President) for details regarding the position, nomination and election procedures.

Nomination Procedures – Any registered VAO in good standing may nominate an eligible candidate for the position of ROC.

Candidate Eligibility – Must be a certified, registered official in good standing with the VAO.

Term of Office – Can remain in office in three-year terms, provided that the individual performs satisfactorily according to Alberta Volleyball and VAO standards. The VAO RC retains the right to refuse lengthening of the term past three years or additional terms if the individual is deemed to no longer meet the needs of the role or put the best interest of the officials forward.

Duties/Responsibilities – As per the current VAO Policy and Procedure Manual, Appendix 4 – Information on the Position of VAO President.

I, _____, would like to nominate _____
(nominator, print name) (nominee, print name)

as a candidate for the position of Volleyball Alberta Officials President (VAO President),

election period of July 1, 20__ – June 30, 20__ (a three-year term)

The nominee is aware of the duties and responsibilities of the position, and has agreed to let their name be put forth for election purposes.

APPENDIX 6

Information on the Position of ZOC

Duties/Responsibilities

The ZOC is responsible for:

1. Planning, coordinating and directing (along with the VAO RC) the long term direction of the referee program in their zone.
2. Establishing a working relationship with all referees in their zone.
3. Keeping an up-to-date list of referees within their zone (this can be done in conjunction with the VAO President and/or VA Program Director – Officials).
4. Ensuring that returning referees in their respective Zones are registered prior to September 30th. If referees are not registered, ensuring that they are listed as inactive.
5. Ensuring that referees, in their respective Zone, who have not registered by September 30th; who are an Out of Province Transfer; or who have shortened their approved leave of absence, are not to be assigned to any matches until proof of their registration is confirmed.
6. Forwarding formal leave of absence request, for up to one year, with no loss of certification level, that they have received in writing from the referee, to both the ROC and VAO President.
7. Notifying the ROC if any of their referees are traveling to referee outside of their Zone, and especially if they are travelling to referee outside of Alberta.
8. Enforcing Possible Sanctions 1 through 4, as per the VOA Policy and Procedure Manual.
9. Reporting all Possible Sanctions 3 and 4, as per the VOA Policy and Procedure Manual, to the VAO President and ROC, when they involve senior referees or referees involved in major competitions.
10. Carrying out any applicable actions as stipulated by the VAO President when an applicable VAO Order is issued.
11. Ensuring executive positions in their zone are filled and maintain close contact with these people. This task may involve recruiting a number of assistants to help with the work within the Referee Program.

12. Providing administrative assistance to the zone's assignors, clinicians, etc.
13. Defining goals for numbers of clinics to be given in the zone and ensuring clinics at various levels are held where needed and as resources permit.
14. Summarizing clinic results and other activities (number of new referees by level, number of clinics, number of tournaments, number of leagues, etc.) and reporting this information at the ZOC meeting.
15. Recruiting new referees, while encouraging and assisting with the upgrading of current referees.
16. Seeking opportunities for top referees in their zone to travel elsewhere in order to increase their exposure and experience.
17. Representing their zone at the ZOC meetings as called by the VAO President.
18. Attending school coaches meetings at the beginning of volleyball seasons to advertise how schools can put on a Referee Clinic and to discuss relevant issues (new rules, rule interpretations, protocol, etc.).
19. Developing a recruiting strategy to bring new referees into the program.
20. Assisting in the creation and maintenance of communication networks within the zone to facilitate the gathering and dissemination of information with respect to refereeing matters.
21. Acting as an ambassador for the VA within their zone.
22. Serving as a mentor for younger referees in their zone. This includes providing feedback to referees in their zone, as appropriate.
23. Making recommendations to the ROC for possible future clinicians.
24. Sharing information regarding clarifications, interpretations and rule changes with referees in their zone.
25. Appointment of a Level 1 and Level 2 Head Clinician, responsible for coordinating and organizing Level 1 and Level 2 upgrade clinics, if needed.

The ZOC will also be responsible for any sundry duties assigned to their portfolio by the ROC or VAO President, as required.

All expenses garnered by the ZOC, as approved by the zone, shall be covered from dues and fees collected in that zone with the exception of costs borne by the VOA at ZOC meetings.

Information on the Discipline/Ethics Committee

VAO Discipline/Ethics Committee Composition:

- ROC
- One Level 4/Level 5 Official from zones 1 through 4
- One Level 4/Level 5 Official from zones 5 through 9
- VA Executive Director, or designate
- VA Legal advisor (optional)

Meetings:

- As necessary, either in person or by conference call.

Upon receipt of an appeal by a referee who is sanctioned under Possible Sanctions 5 through 10, in the VAO Policy and Procedures Manual, the VAO Discipline/Ethics Ad Hoc Committee shall be brought together to review the original complaint and decision of the VAO President in the application of sanction upon the referee.

EXCEPTIONS: If the VAO President imposes a sanction on a referee who has not yet registered, the sanctioned referee does not have a right to appeal.

The appeal must be made in writing to the Executive Director, VA and received within 30 days of notification of the sanction. The notice of appeal must be accompanied by a payment of \$100 as a bond, which shall be held by the Executive Director, VA pending outcome of the appeal.

The sanction(s) shall be suspended until the VAO Discipline/Ethics Standing Committee hears the appeal. The Committee shall hear the appeal personally or by conference telephone call. The cost of the call shall be borne initially by the appellant pending the outcome of the appeal.

The VAO Discipline/Ethics Standing Committee shall have the power to disallow the appeal, to vary the sanction imposed (or the time of imposition) or to uphold the appeal. In the event that the appeal is upheld or the sanction is varied, the appellant may receive back both the \$100 bond amount and the cost of the conference call, or a portion of the cost of the conference call as agreed upon by the VAO Discipline/Ethics Standing Committee.

If the appeal is successful, all costs borne by the appellant are reimbursed.



APPENDIX 7

VAO Referee Billing and Payment Sheet

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APPENDIX 8

VAO Clinician Rate Sheet

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