

Volleyball Alberta Officials



Policy and Procedures Manual

Revised December 1, 2018

In effect December 1, 2018



POLICY AND PROCEDURES MANUAL

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Preamble

The Volleyball Alberta Officials (VAO) Referee Policy and Procedure Manual is designed to be a resource and guide for all Alberta indoor and beach volleyball referees. It is intended to be a living document, updated as required and posted on the Volleyball Alberta website to provide convenient access for all Alberta referees. The manual is meant to be a reference guide to current procedures and a tool for all referees in the province. Each referee is encouraged to review the manual and provide feedback – what is working well, what isn't working, and to table new ideas for improvements for referees and the sport of volleyball across the province. As a referee, we're not only there to work the matches; we're also there to help make volleyball an enjoyable activity for all participants.

This Policy and Procedure manual contains information about the VAO and its referee committees and includes but is not limited to, the mandate of the VAO, structure, programs, certification, promotion, the Code of Ethics, administration and other various information. It is developed to achieve a certain level of uniformity of procedures for all phases of indoor and beach volleyball referee development and conduct. It is also intended to provide a basis for free and open discussion of VAO policy between and amongst referees.

Abbreviations

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

- Alberta Colleges Athletic Conference ACAC
- Canadian Interuniversity Sport USPORTS
- Federation Internationale du Volleyball FIVB
- National Officials Chairperson NOC
- Referee Committee RC
- Regional Officials Chairperson ROC
- Volleyball Alberta VA
- Volleyball Alberta Officials VAO
- Volleyball Canada VC
- Zone Officials Chairperson ZOC

Additional Policy References and Precedence

The following documents serve as additional sources of information or the main source in cases where Provincial or National Policies take precedence:

- Provincial
 - VA Policy and Procedures Manual
- National
 - VC National Referee Committee Policy and Procedures Manual
 - VC Policies

Mandate

The VAO RC is to be the governing body for referee activity including recruitment and development in Alberta. The VAO RC will develop and enforce the policies and procedures in regard to the certification, development, promotion and assignment of indoor and beach volleyball referees in Alberta.



More specifically, the items under the purview of the VAO RC are to:

1. Be the voice that represents the needs of referees in Alberta.
2. Promote effective communication amongst the VA (and by extension the VC) registered referee and the volleyball community.
3. Promote equality amongst all referees through a standardized set of guidelines, and ensure that the policies are clear, transparent and accessible.
4. Promote the development of female referees within the sport.
5. Work with VA (or other volleyball stakeholders) to assist in the recruitment, retention and development of indoor and beach referees.
 - a. Assist the zones in the education, training and certification of indoor referees at the Local (Level 1), Provincial (Level 2) and Regional (Level 3) levels.
 - b. Promote the development of the National (Level 4) Indoor Certification Program in order to ensure a high level of officiating in Alberta and ultimately in Canada.
 - c. Promote the development of the International (Level 5) Indoor Certification Program to ensure that Alberta referees are represented at FIVB and other competitions.
 - d. Promote the development of a Beach Referee Program, including both domestic and international certification.
6. Work with VA (or other volleyball stakeholders) in delivering the Indoor and Beach Referee Development Plan to the volleyball community.
7. Set the standard for refereeing and the “art of refereeing” in the province and in the country.
8. Ensure that current and accurate documentation for indoor and beach referees is available on the VA website.



VAO Provincial Division

For the purposes of volleyball refereeing, the province of Alberta is divided into nine zones; these zones are numbered 1 to 9. Zone boundaries are set by the VAO RC. The following is a descriptor of the current zones:

Zone 1 – Southwest Alberta Volleyball Officials Association (SAVOA)

- Serves Lethbridge and Area

Zone 2 – South Central Volleyball Alberta Officials Association (SCVAO)

- Serves Drumheller and Area

Zone 3 – Calgary Volleyball Officials Association (CVOA)

- Serves Calgary and Area

Zone 4 – Central Alberta Volleyball Officials Association (CAVOA)

- Serves Red Deer and Area

Zone 5 – Southeast Alberta Volleyball Officials Association (SEAVOA)

- Serves Medicine Hat and Area

Zone 6 – Edmonton Volleyball Officials (EVO)

- Serves Edmonton and Area

Zone 7 – North East Alberta Volleyball Alberta Officials Association (NEVAOA)

- Serves North East Alberta (includes Vegreville, Vermillion, Lloydminster, Wainwright, Lac La Biche, St. Paul, Bonnyville, Cold Lake) and Area

Zone 8 – Peace Volleyball Officials Association (PVOA)

- Serves Grande Prairie and Area

Zone 9 – Fort McMurray Volleyball Officials Association (FMVOA)

- Serves Fort McMurray and Area



VAO RC

Structure

The VAO RC is a standing committee of VA, and is an association of all registered volleyball referees in the Province of Alberta. It is the only recognized provincial body for volleyball referees within Alberta and works closely with the VA, a registered society under the laws of the province of Alberta.

The VAO RC will consist of the Chairperson (referred to as the ROC), the Association President (referred to as the VAO President), the Zone Referee Chairpersons (referred to as ZOCs), and the Chairs of the Standing Committees. In addition, the VA Representative will be an ex-officio member of the RC.

ROC

The ROC, is elected every three years, effective 2010. The term runs from July 1st to June 30th. In 2015, the VAO RC passed a motion to have the next ROC election in 2015 for the 2016-2019 term. This would allow the incumbent, should they choose not to run for re-election or if they were defeated in the election, to mentor the ROC Elect for half a year, before they assumed their role. Based on this motion, the ROC election for the 2019-2022 term shall be held in the fall of 2018. This position is ratified by the VA General Council at its Annual General Meeting, immediately following the election. The elected ROC subsequently becomes a member of the VA General Council representing Alberta's referees at the Provincial level. The ROC also represents Alberta's referees at the National level as a liaison with VC, and is designated as the Head Official for the Province of Alberta.

The ROC, in conjunction with the VAO President, is directly responsible to the AVA General Council for the operation of all activities of the VAO RC. The ROC is responsible for Chairing the ZOC Meetings, in the absence of the VAO President.

The position of ROC may only be held by a certified Level 3 (or higher) referee in good standing. The term of the position is two (2) three (3) year terms, but may be extended by the VAO RC. The VAO RC may remove the ROC, if the VAO RC no longer deems the individual suitable for the role, with a 2/3 majority of the VAO RC. Further information on the position of ROC is provided in Appendix 2 – Information on the Position of ROC, of the Policy and Procedures Manual - Appendices.



VAO President

The VAO President is elected every three years, beginning in 2011. The term runs from July 1st to June 30th. In 2015, the VAO RC passed a motion to have the next VAO President election in 2016 for the 2017-2020 term. This would allow the incumbent, should they choose not to run for re-election or if they were defeated in the election, to mentor the VAO President Elect for one year, before they assumed their role. Based on this motion, the ROC election for the 2020-2023 term shall be held in the spring of 2019. This position is ratified by the VA General Council at its Annual General Meeting, immediately following the election. The elected VAO President subsequently becomes a member of the VA General Council and represents Alberta's referees at the Provincial level, and is designated as the administrative lead for the Province of Alberta.

The VAO President, in conjunction with the ROC, is directly responsible to the AVA General Council for the operation of all activities of the VAO RC. The VAO President is responsible for chairing the ZOC Meetings.

The position of VAO President may be held by any certified referee in good standing. The term of the position is three years, and may be held for a number of consecutive terms. The VAO RC may remove the VAO President, if the VAO RC no longer deems the individual suitable for the role, with a 2/3 majority of the VAO RC. Further information on the position of VAO President is provided in Appendix 4 – Information on the Position of VAO President, of the Policy and Procedures Manual - Appendices.

Zone Officials Chair (ZOC)

Each ZOC is elected by their zone membership. Each zone determines their nomination and election process. This position is ratified by the VAO RC at its meeting, immediately following the election. The elected ZOC is designated as the administrative lead for their zone and subsequently becomes a member of the VAO RC and represents their zone referees at the Provincial level.

If the position of ZOC is not filled by the zone through an election, the VAO President will make an appointment that must be approved by a majority of the VAO RC. This vote can occur electronically and does not have to wait until the next scheduled VAO RC meeting.

The ZOC is responsible for the development of the referee program within their zone in accordance with the policies and procedures established by the VAO RC. Each ZOC will represent their zone at the ZOC meetings as called by the VAO President, and shall convey the concerns and wishes of the referees of that zone by voting at those meetings, when called upon to do so. The ZOC shall also be responsible for reporting all decisions of the provincial meeting back to the referees of their zone and make rule interpretations available to all zone referees.

The position of ZOC may be held by any certified referee in good standing. The term of the position is determined by each individual zone, and may be held for consecutive terms or until the zone membership, through their executive, no longer deems the individual suitable for the role. Further information on the position of ZOC is given in Appendix 6 – Information on the Position of ZOC, of the Policy and Procedures Manual - Appendices.

Standing Committees

The VAO RC will include four (4) Standing Committees, which are set up to aid the development and promotion of volleyball referees and the various programs throughout Alberta. Each Standing Committee will be headed by a Chairperson as selected annually by the ROC, as the VAO RC Chair, and ratified by the VAO President and ZOCs, at the Spring ZOC Meeting.

Each Chairperson will be responsible to the ROC and VAO President for the functional work of their committee. Each Chairperson is to recruit appropriate volunteers from the VAO membership to serve on the committees. The ROC will be an ex-officio member of all Standing Committees.

The Standing Committees are:

1. Beach Development and Promotion
2. Regional Development and Promotion
3. High Performance
4. Discipline/Ethics (this is Ad Hoc Committee, that is chaired by the VAO President and is only convened when deemed necessary)

ZOC Meetings

Generally, meetings are only attended by the VAO RC. Proxies may be sent, but they must have an understanding of the role they represent and be prepared to properly represent the affected party. Other referees and individuals may be allowed to attend the ZOC Meetings upon prior request of the VAO President, after consultation with the ROC.

Frequency

The VAO RC is to meet, face to face, twice per season (spring and fall) to conduct the business of the VAO RC, as called by the VAO President. Should a conflict that arises that a VAO RC member is unable to attend face to face, other communication technology will be utilized to allow them to participate in the ZOC Meeting. Additional meetings may be called by the VAO President, as required.

Date and Location

The VAO President, in consultation with the VAO RC, sets the date and location of the ZOC Meetings. The VAO President is to send out a notice of the meeting to all participants a minimum of four (4) weeks prior to the meeting.

Agenda and Background Meeting Material

The VAO President prepares the Agenda and Background Meeting Material for the meeting, which is distributed to the VAO RC in advance of the ZOC Meetings. The ROC, ZOCs and Standing Committee Chairs are required to provide their written reports to VAO President, upon request for each ZOC Meeting, so that they can be included in the Background Meeting Material. In addition, all ZOCs must submit their Annual Zone Financial Statement with their written report for each Spring ZOC Meeting. If the Zone Financial Statements are not finalized by this request from the VAO President, the Zones current snapshot of finances may be sent, with the finalized statements being sent as soon as they have been compiled. Additions to the Agenda may be made at any time during the ZOC Meeting.

Rules of Order

All ZOC Meetings are to chaired by the VAO President, or the ROC (in the absence of the VAO President) utilizing *Robert's Rules of Order Revised*.

Voting

Voting at the ZOC meeting will be based on one vote for each ZOC. Chairs of the Standing Committees are also entitled one vote each. Voting may only be done by those in attendance as proxy votes are not permitted. Motions tabled will be decided by a simple majority.

EXCEPTION: The ROC only votes to break a tie.



Motions

All motions approved at ZOC Meeting that only affect Alberta referees are in effect immediately and need no further ratification. Motions approved at the ZOC meeting that impact user groups (i.e. rate changes), are submitted to the various affected user groups and form the basis of negotiation for services rendered by the VAO and must be ratified by the affected party. For records keeping purposes, all motions will be logged in the official ZOC Meeting Minutes in the following format “**Motion #12345678-001**”, where the “1 and 2” signify the month of the meeting, “3 and 4” signify the date of the meeting, “5, 6, 7 and 8” signify the year of the meeting and where “001” signify the number of the motion during the meeting and will always start with “001”.

Meeting Minutes

Minutes of the ZOC Meetings are to be taken and kept on file by the VAO President. In the absence of the VAO President, this shall be undertaken by the ROC or another member of the VAO RC, as designated by the ROC at that meeting. The VAO President will also ensure that all VAO RC members receive a copy of the minutes in a timely fashion, following each ZOC Meeting. Minutes that have been approved at a ZOC Meeting shall be posted to the VA website, so that they may be accessible.

Zone Administration

The information given is a proposed structure plan for all Zones within the province.

Recommended Zone Executive (Administrative) Structure

It is possible that due to size and numbers of referees, positions may not be filled. The following is therefore a recommended format for Zone administration.

ZOC:	Focal contact for zone, oversees all zone activities
President:	Assists with zone activities, handles disciplinary issues, proxies for ZOC
Vice President:	Assists with zone activities, assists with discipline, proxies for President
Secretary/Treasurer:	Oversees all finances and communication
Assignor(s):	Handles assigning of referees to events
Development Chair:	Responsible for mentorship, training and certification of Level 1 and 2



Each Zone may choose to add or delete positions based on the size and need of their respective area. All positions should be filled via election. The exception is the position of ZOC; this position may be groomed by the predecessor in the position or appointed by the VAO President.

Zone Executive Meetings

The Executive of each Zone shall meet at least twice per year (Spring and Fall) to discuss Zone business. A quorum at Executive Meetings is considered to be the ZOC, the President or Vice President plus 2 other Executive members.

Zone Annual General Meetings

An Annual General Meeting for all zone referees should be held in the spring of each year. This Zone meeting shall be open to any interested official to attend and express concerns.

Zone Finances

A Zone account must be maintained with suitable financial records; these records are to be made available to any certified referee within that zone upon request. An Annual Zone Financial Statement shall be produced for the Zone membership and forwarded to the VAO President, in advance of the Spring ZOC Meeting. If the Zone Financial Statements are not finalized by this request from the VAO President, the Zones current snapshot of finances may be sent, with the finalized statements being sent as soon as they have been compiled. The fiscal year for all Zones is September 1 to August 31.

Referee Requirements

Certification and Promotion

Refer to the VC National Referee Committee Policy and Procedures Manual, as it contains the current national standards for Certification and Promotion requirements for Level 1 through Level 5.

NOTE: The VAO and its' predecessor, the Alberta Volleyball Officials Association (AVOA), has always maintained more stringent criteria than the National standard for Promotion for any level, as part of its' mandate to set the standard for refereeing and the "art of refereeing" in Alberta and to ensure that we strive to develop the best referees in Canada.

Level 1 and 2 certification/promotion is at the discretion of each Zone; this includes associated clinic costs for participants.



Level 3 certification/promotion is the last stage of promotion under provincial jurisdiction; the costs are set by the VAO RC and are typically covered by the zone, but may be borne by the candidate.

Level 4 and higher certification/promotion is under national jurisdiction; fees and expenses for Level 4 Candidates and higher are typically covered by the VAO, but may be borne by the candidate.

Beach certification/promotion is in alignment with VC requirements.

Maintenance of Certification

As per the VC National Referee Committee Policy and Procedures Manual, Section 2.4.6 – Activity.

Registration

VA and VC require that all referees register each season, which follows the fiscal year of September 1 to August 31. This is done online through the VA Registration System. Specific instructions for registration are not included in this manual as the process is subject to change. With that, instructions on registration will be sent to the ZOCs by the VA Representative, prior to September 1st of each year, so that it can be disseminated to all referees across the province.

The annual registration fees for VAO referees are determined by the VAO RC at the Spring Meeting; these fees include the required VC registration fee and membership fee, as well as a VAO membership fee. The current fee structure for Alberta referees can be found on the VA website.

Each ZOC is responsible to ensure that returning referees in their respective Zones are registered prior to September 30th. To assist the ZOCs, the VA Representative on the VAO RC shall provide them with a list of their Zones registered referees in early September. The VA Representative will work with the ZOCs by providing them with updates to this listing during the year. Any referee who is an Out of Province Transfer and who has not yet registered in the province/territory they are coming from for the current year must ensure that register before being assigned any matches. This timeline is firm to allow for adequate time to process the related paperwork (i.e. submission of the VC A-1 Form) and to ensure that monies get to the VC to ensure that Alberta Level 3, 4 and 5 referees can be registered with VC. This also ensure that referees maintain their rating. ZOCs are to ensure 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.



ZOCs who do not adhere to this responsibility will be brought forward to the VOA Discipline/Ethics Standing Committee for possible sanctions. Referees who fail to register are also subject to having their certification revoked.

NOTE: For liability purposes when an individual registers to attend a Level 1 Clinic, the fee must include the registration fee with VA.

Any referee who is an Out of Province Transfer and who has not yet registered in the province/territory they are coming from, for the current year; or any referee that has had a leave of absence approved by the VAO President, and who shortens their requested leave and returns to the province, must ensure that they register before being assigned any matches. The referee is responsible to become registered.

Out of Province Transfers

Those who move to Alberta after obtaining certification from another province must supply the following to be considered certified at that level by the VAO:

1. Proof of certification (i.e. registration) from the province of origin for the current year that is submitted to the ROC, VAO President and VA Representative.
2. Canadian based Local and Provincial referees are to be evaluated by the ZOC (or delegate) to ensure skills are appropriate for the registered level. Once the evaluation is successfully completed and the referee registers, the certification is acknowledged.
3. Canadian based Regional, National and International referees do not need to be evaluated as they are certified on the National level. The referee is only required to register.
4. If from outside Canada, the ROC (or senior referee(s) delegated by the ROC) must evaluate the referee in order to determine the appropriate certification level. The referee then registers in order to be certified.

Formal Leaves of Absence

Any certified referees may request a formal leave of absence, for up to one year, with no loss of certification level. This request must be made in writing to their ZOC, who will upon receipt forward the request to the ROC and VAO President. The request must outline the volleyball activities the referee has been involved in, to ensure that they are current with the sport. Upon approval by the VAO President, in consultation with the ROC, the referee is notified of the approval and will not be required to certify during that current year. If the leave is shortened, the referee must be registered within 30 days of returning to the province and should not take any assignments until they have become re-registered.



Should a referee request a formal leave of absence that is longer than a year, the request has to be granted by the VAO President, in consultation with the ROC. While on such a leave, the referee must ensure that they maintain their yearly registration. The referee must provide proof of this registration upon request of the VAO President and/or the ROC. If the registration has not been completed, the referee should not take any assignments until they have become re-registered.

Referees who have not paid registration fees to and have not requested a formal leave of absence will not be considered as certified. This referee must successfully attend an appropriate clinic along with paying the appropriate clinic fees and must be registered within 30 days of successfully completed the appropriate clinic, to regain their rating. The referee and should not take any assignments until they have become re-registered.

Travel

Any referee that travels outside of their respective Zone requires prior notification and approval by the ZOC. Referees travelling outside the Province shall advise the ROC of the trip (when trip is not arranged by the ROC). Travel outside of Canada requires notification of the ROC and the NOC (ROC to contact the NOC), with the Chair, Operations – Indoor, granting final approval. Referees who receive a request/invitation to travel to the United States must ensure that adequate notice is provided to the ROC to ensure that the proper review and approval occurs. This process can be lengthy as the Chair, Operations – Indoor must be in contact with their applicable US Volleyball counterpart. Additional, the referee must check with their applicable Zone to ensure that their absence from their Zone will not hinder the Zones ability to fill any assignments during that time. Referees who are approved to travel must complete a VC A-8 Form within 30 days of the completion of that event.

Insurance requirements also dictate that the VA Office also be notified when referees are travelling out of province or out of country.

Referee Uniform

All referees shall present a clean, well-groomed appearance. Since the uniform identifies a referee as a person of authority, it should reflect a certain dignity related to their function.

The standard VC official's authorized uniform is required for all domestic matches and consists of:

1. VC issued crested navy Mizuno shirt with white collar
2. VC issued crested navy pants



3. Black or navy belt
4. White Socks
5. Predominantly white shoes, with few colored marking
6. VC Referees badge that represents the qualification of the referee

NOTE: Certified Level 5 referees are permitted to wear their FIVB Referees Crest.

It is realized that the cost to new Level 1 referees can be substantial. The minimum requirement for all first year Level 1 referees is the VC crested navy Mizuno shirt with white collar, Level 1 VC Referees Crest, navy blue dress slacks and white shoes. The VC crested navy Mizuno shirt with white collar must be obtained by the Level 1 referee within 30 days of becoming certified. Navy blue dress slacks do not include jeans, faded cotton pants, etc.

All referees must be in the standard VC official's authorized uniform by the commencement of the next volleyball season (September 1st), including those who may have just be certified as a Level 1 referee between January 1st and April 30th. Those referees who are certified between May 1st and August 31st will have this time period added to their first year of certification.

If a new Level 1 referee is interested in participating in a VC National Championship event, they must be in a standard VC official's authorized uniform.

Lines Judges or Scorer does not wear their VC Referees badge. Refer to VC FAQ for any deviations.

The VC or VAO navy jackets but may only be worn courtside in extremely cold gymnasias. Refer to VC FAQ for any deviations (i.e. long sleeve shirts under the VC issued crested navy Mizuno shirt with white collar)

No other apparel items including but not limited to "fanny" packs, cell phones, crocks etc. are permitted to be worn by referees during the match.

Badges

Upon completion of the requirements for each level attained, the referee will purchase a VC Referees badge. Replacement badges, for Level 1 and 2 referees, those that are misplaced, stolen, or worn-out, may be purchased from their Zone (if a stock is kept) or through the VA Office. Level 3 and 4 badges are to be ordered through the VA Office.

Referee Equipment

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

1. Whistle with lanyard
2. Sanction cards
3. A watch displaying minutes and seconds
4. Flipping coin
5. A current VC Rulebook
6. Net measuring chain or device
7. Ball pressure gauge and hand pump
8. Set of line judge flags

Arrival Time Prior to Match

Junior High, High School or Adult League

Referees are expected to arrive on the court a minimum of 30 minutes prior to the start time of any match.

Junior High, High School or Adult Tournaments

Referees are expected to arrive at the tournament site 30 minutes prior to the first match. Discretion is advised as to travel plans so as to arrive early.

ACAC

As stipulated by ACAC league policy. In the absence of any league policy, referees are expected to arrive a minimum of 45 minutes prior to the start time of any match.



Usports/Canada West

As stipulated by Usports/Canada West league policy. In the absence of any league policy, referees are expected to arrive a minimum of 1 hour prior to the start time of any match.

National or International

As stipulated by VC/FIVB policy. In the absence of any VC/FIVB policy, referees are expected to arrive a minimum of 1 hour prior to the start time of the match.

Referee Selection and Assignment

Match or Tournament Assignments

The assignor or referee supervisor in charge of assignments for games, matches or tournaments shall follow the following criteria in selection of referees. It is strongly recommended that referees not be assigned to matches that involve immediate family members on the teams. The following considerations are to be taken into account before placing referees in specific matches:

Round Robin Play

1. Level of referee
2. Years of experience and proficiency of referee
3. Specific ACAC or USSPORTS/Canada West league policy recommendations for minimum referee certification
4. Calibre of the teams and match/tournament
5. Teams involved in the match (referee neutrality is to be observed)
6. Assign equal number of matches as First and Second Referee as well as an equal number per gender for each referee

NOTE: The goal of any assignor is to strive to assign as many different partner combinations as possible throughout the tournament (ie. where different provinces are involved, try to match referees from other different provinces together).

Playoffs

Where possible, the assignor shall adhere to the above criteria without jeopardizing the calibre of refereeing to meet the above criteria and shall assign the most appropriate referee with respect to the situation.

National or Major Championships

The ROC shall pass on availability for referees representing the Province of Alberta for CCAA Nationals. The following procedure will be used in the selection of such referees:

1. Recommendation by the NOC based on activity, quality and ability
2. Request by host or league (ie. ACAC, Usports/Canada West)
3. Previous involvement and tournament experience
4. Activity of referee within the province
5. Calibre of tournament (Canada Games, NTCC, CCAA, Usports)
6. Selection for each of the championships will not necessarily begin at the top of the seniority list each year, but instead may be merit based or development/upgrade based. The number of tournaments and matches available will determine the number of opportunities for each referee in a given period of time.
7. The ROC should use their discretion when assigning referees to more than one major championship per given year or a referee to the same major tournament in two consecutive years, or tournament years
8. Each senior referee may be given (but is not guaranteed) the opportunity to travel to a championship, either major or territorial, before beginning at the top of the seniority list provided all preceding requirements are equal or substantial.

VAO Clinician Certification

This section outlines the necessary pre-requisites for certification as a clinician at the various levels within Alberta. Level 1 and 2 Clinicians are under zone jurisdiction, while Level 3 is under provincial jurisdiction.

VC also has a Referee Development Program. Details of this program are available in the VC Referee Committee Policy and Procedure Manual. Alberta referees who have successfully completed the VC Development Program course will be considered for Referee Supervisor Team or Referee Development Team opportunities at VA or VC events.

Prerequisites for VAO Clinicians

Level 1 Clinician

Those referees who are considered certified as Level 1 clinicians must:

1. Have attended a VAO approved Clinician's Seminar
2. Be an active referee to the satisfaction of the ZOC and a current member in good standing of the VAO
3. Be a Clinician approved by the ZOC
4. Have a rating of Level 3 candidate or higher

Level 2 Clinician

Those referees who are considered certified as Level 2 clinicians must:

1. Have attended a VAO approved Clinician's Seminar
2. Be an active referee to the satisfaction of the ZOC and a current member in good standing of the VAO
3. Be a clinician approved by the ZOC
4. Facilitate or attend a Level 1 or 2 clinic each year
5. Have a rating of Level 3 or higher

Level 3 Clinician

Those referees who are considered certified as Level 3 clinicians by VC and VAO must:

1. Have successfully completed their VC Referee Supervisor course
2. Be an active referee to the satisfaction of the ROC and a current member in good standing of the VAO
3. Have taken part in a Level 3 Theory Seminar assisting the Head Clinician
4. Be current in the rules of the game, rule interpretations and the VC Referee Guidelines
5. Be aware of the National Level 3 promotion protocols and expectations
6. Have a rating of Level 4 or higher
7. Be approved by the ROC as a practical evaluator

Referee Rates and other Allowances

Match rates, travel, and meal allowances for VAO referees shall be set from year to year by the VAO RC at the Spring ZOC Meeting, in conjunction with the user groups. All hosts are required to pay the rates that have been set at the Spring ZOC Meeting. Clinician Rates shall also be set by the VAO RC at the Spring ZOC Meeting for the following season.

A current copy of those rates and allowances shall be accessible via the VA website.

All rates, fees, and allowances for referees shall be collected and paid through the Zone. The Zone will retain a percentage of the earnings, determined by each Zone at their AGM. Zones are prohibited to charging hosts a surcharge for outstanding payments for events without prior approval from the VAO President.

NOTE: If the assignment is made via the VA Representative through the VA Office, the deduction is 10%. This is used for referee development and other programs in the local association.

All hosts are prohibited to pay referees directly. Hosts who have been found to pay referees directly could be subject to not having VAO referees assigned to future events.



Referees are prohibited to be paid directly by hosts. Referees who are paid directly will be brought forward to the VOA Discipline/Ethics Standing Committee for possible sanctions, including up to being subject to having their certification revoked.

Code of Ethics for Referees

As per the current Volleyball Canada rule book. Additional requirements for Alberta referees are as stated here.

Participation in Competition

Availability

The referee must demonstrate complete reliability in relation to their commitments, fulfil them without exception and faithfully keep formal oral promises to referee. In accepting assignments to matches in a tournament, the referee shall demonstrate good will with a view to a division of work that is fair to all parties.

Tournaments

The referee shall be available throughout the tournament period, or the assigned time, to assist in any way possible. The referee shall devote their full attention to each match in which they are involved.

Regular Involvement

Each referee shall ensure that they regularly make themselves available for matches of any/all calibre when called upon to do so by the ZOC.

Behaviour

All referees are expected to act as fitting representatives of volleyball and of the VAO and VC at all volleyball events.

Potential Behaviours Leading to Sanction

The following is a generic list of activities leading to sanctions of referees and the potential sanctions:

Activities leading to possible sanctions

1. Failing to adhere to VAO, VA or VC policy as outlined in the appropriate manuals
2. Being involved in activities contrary to good citizenship and covered by the Criminal Code of Canada
3. Harassment or Abuse to other referees, coaches, players or spectators
4. Undercutting or over-billing referee payment scales
5. Accepting direct payment for refereeing duties
6. Late arrival or failing to appear at scheduled matches
7. Displaying incorrect certification level badge
8. Improper dress
9. Criticizing other referees publicly

Possible Sanctions

1. Verbal apology
2. Written apology
3. Verbal reprimand
4. Written reprimand (no record)
5. Written reprimand held on the referee's record
6. Fine
7. Referral to counseling
8. Temporary Suspension for a period of time
9. Temporary Suspension and Fine

10. De-certification

Receiving a Complaint

All complaints for potential that may lead to sanctions must be submitted to the VAO President in writing, who will conduct an investigation, make a decision on the application of sanctions and will complete and publish a VAO Order on the investigation.

When there is a complaint of abuse to an individual under the age of majority, the VAO President will not investigate the allegation but shall immediately notify the local law enforcement agency where the complaint occurred. The VAO President will then notify the ROC and Executive Director of VA, to ensure that they are also aware of the complaint.

If a complaint of abuse to an individual under the age of majority results in a conviction, the VOA shall immediately de-certify the referee who has been convicted.

If a complaint of abuse to an individual under the age of majority does not result in a conviction, VAO may nevertheless discipline by sanctioning the referee subject to the complaint.

Complaints of harassment, bullying or misconduct may be handled informally where possible or formally, but within a reasonable timeframe.

VOA is not required to deal with all complaints. VOA may decide not to deal with the complaint if it is of the opinion that it:

1. could be more appropriately dealt with under another policy, rule or Regulation
2. is frivolous, vexatious or made in bad faith
3. is not within the governing body's jurisdiction
4. is based on occurrences that are more than six months old

Imposition of Sanctions

The imposition of sanctions as outlined above, shall be enforced by the ZOC for Possible Sanctions 1 through 4 above. ZOCs shall report all Possible Sanctions 3 and 4 to the VAO President and ROC, when they involve senior referees or referees involved in major competitions. The ZOC, VAO President and/or Discipline/Ethics Standing Committee shall take into account any extenuating circumstances prior to the imposition of any sanctions.

The imposition of sanction on a referee who have not yet registered shall be undertaken by the VAO President.

Right of Appeal

Any referee who is sanctioned under Possible Sanctions 1 through 4 may appeal to the VAO President. Any referee who is sanctioned under Possible Sanctions 5 through 10 has the right to appeal that sanction to the Discipline/Ethics Standing Committee. Additional information on the Discipline/Ethics Committee can be located in Appendix 6 – Information on the Discipline/Ethics Committee, of the Policy and Procedures Manual - Appendices.

EXCEPTION: 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 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 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 Discipline/Ethics Standing Committee.

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