

# Operating Manual: Officials Development, Training and Evaluation Program Standards and Planning

October 2014 Edition



The Officials Training and Certification Program (OTCP) is a collaborative program of Water Polo Canada, the Provincial Water Polo Associations, the Officials Working Group, and the OTCP Working Group.

## PARTNERS IN OFFICIALS' EDUCATION



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Dear Water Polo Official,

Water Polo Canada is pleased to offer you an interactive web site that enables you to learn about the Officials Training and Certification Program (OTCP). Go to [www.waterpolo.ca](http://www.waterpolo.ca) where you can:

- Track your progress through the OTCP;
- Verify your personal profile;
- Learn about all OTCP programs;
- Learn about Long-Term Athlete Development (LTAD) and how it affects your role as an official;
- And so much more!



## Acknowledgements



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## 1 Program Overview

- 1.1 Water Polo Canada is responsible for developing and maintaining the officials' education programs under the auspices of the Officials Training and Certification Program (OTCP) for all water polo officials in Canada. Concurrently it has entered into the initial stages of the eight (8) year implementation plan of the Long-Term Athlete Development (LTAD) model and Competition Review and Restructuring. These initiatives will be integrated to provide a world-class program for developing both referees and athletes to their maximum potential.
- 1.2 This Operating Manual defines the standards and processes in delivering officials' training and development programs for water polo in Canada. It will be a living document, requiring continual updating. The targeted date for new releases of this Operating Manual is April 1 of each calendar year.
- 1.3 Water Polo Canada has aligned the policies, goals and objectives of the OTCP with the National Coaching Certification Program (NCCP) to provide for more competent water polo coaches and officials by conducting training using modern adult education principles such as facilitated learning, self-directed modules and ongoing learning and evaluation.
- 1.4 In workshops, the overall teaching format will be based on mentorship and facilitation of learning by participation. Competency-based education and training is founded on the concept of learning by doing. Officials develop and refine their skills when they are given the opportunity to apply the concepts covered in the module. The workshops are designed to allow participants to practice the core skills required in each context and to enable them to reflect on how they might apply what they have learned in various game situations. The workshops will be based on developing the core competencies of judgment, impartiality, critical thinking and confidence
- 1.5 The responsibility for program design, definition and national standards will rest with Water Polo Canada. Program delivery at the local and provincial level will be the responsibility of the clubs and Provincial Water Polo Association (PSO) according to these program standards.
- 1.6 Officials will follow a progression of their own long-term development; however, they will be trained to provide support to athletes at specific age groups and competitions. Each context will develop specific skills to meet the competitive needs of the athletes and will also form the base skill set for an official to move to a higher level of education.
- 1.7 Learnings Facilitators (LFs), Evaluators (Es) and officials may hold the status of "in training" "trained" or "certified". Their status will appear in the Water Polo Canada *Registration System* at [www.waterpolo.ca](http://www.waterpolo.ca).

- 1.8 Only certified LFs and Es are able to train and certify officials. The training and certification standards of these LFs and Es are the responsibility of Water Polo Canada. The selection, training and certification of LFs and Es for the *Regional Referee* and *Provincial Referee* contexts are the responsibility of each PSO. The selection, training and certification of LFs and Es for the *National Referee* context are the responsibility of Water Polo Canada. [Context Descriptions](#) can be found in the next section of this document.
- 1.9 Referees must [maintain their status of “certified”](#) by actively officiating over a period of two (2) years as of January 1 after the date of certification. Each referee level will be required to achieve a number of practical hours (sanction competition, exhibition games and scrimmages) to maintain their certification. These practical hours will be logged through the Water Polo Canada *Registration System* at [www.waterpolo.ca](http://www.waterpolo.ca). It will be the responsibility of each individual referee to manage their practical hours and enter the data into the system.
- 1.10 A PSO must inform Water Polo Canada at least fourteen (14) days in advance of any workshop to be held in their province in order ship the required materials. Within two (2) weeks after the conclusion of an OTCP event (workshop or evaluation) the MLF, ME, LF or E must remit the Course Registration Form (CRF) and the Evaluation Form (for referee evaluations only) to their PSO, who will be responsible for updating the records on the Water Polo Canada *Registration System* at [www.waterpolo.ca](http://www.waterpolo.ca).
- 1.11 Training and evaluation workshops for LFs, Es or officials must have a minimum of four (4) participants and a maximum of twelve (12) except where otherwise specified in this document. Extenuating circumstances will be considered by Water Polo Canada.
- 1.12 The minimum age for training and certification of officials in Canada is the following:
  - 1.12.1 Minor Officials Course = 13 years of age;
  - 1.12.2 Regional Referee = 14 years of age;
  - 1.12.3 Provincial Referee training = 16 years of age;
  - 1.12.4 Provincial Referee evaluation = 18 years of age;
  - 1.12.5 National Referee = 18 years of age.

## 2 Context Descriptions, Officials Development Model and Referee Pathways

- 2.1 Water Polo Canada currently has four (4) NCCP programs in operation:
  - 2.1.1 Minor Officials;
  - 2.1.2 Regional Referee;
  - 2.1.3 Provincial Referee;
  - 2.1.4 National Referee.
- 2.2 It is the responsibility of clubs, with the support of its PSO, to deliver the *Minor Officials* program to athletes and parents within the club. A positive competitive experience for the athletes at all levels is to have effective game management and administration. There are no pre-requisites for this workshop.
- 2.3 It is the responsibility of the PSO to organize workshops for the *Regional Referee* and the *Provincial Referee* on a regular basis within its provincial jurisdiction. There are no pre-requisites to begin training at the *Regional Referee*. Referees will be required to be “certified” at the *Regional Referee* level prior to beginning training at the *Provincial Referee* level.
- 2.4 It is the responsibility of Water Polo Canada to organize the *National Referee* workshop on an annual basis. Referees must be certified at least one (1) year as a *Provincial Referee* prior to beginning training at the *National Referee* level. Referees will be required to take this workshop once every four (4) years to [maintain certification](#).
- 2.5 Each of the OTCP programs above is described in detail in the Officials Development Model (ODM) available in [Appendix 1](#). The training and certification pathways for each of the OTCP programs above are available in [Appendix 2](#).
- 2.6 The water polo OTCP and LTAD have been developed alongside one and other. The Player Development Model (PDM) available in [Appendix 3](#) demonstrates what type of referee is required for the development of athletes at each stage. The officials programs above have been developed to meet the needs of these athletes.
- 2.7 Officials will have their status maintained along with a history of all OTCP events on their personal profile in the Water Polo Canada *Registration System* at [www.waterpolo.ca](http://www.waterpolo.ca). Officials will need a username and a password to access and manage their personal profile. Any questions regarding the specifics of the Water Polo Canada *Registration System* should be directed to the respective PSO.
- 2.8 Referees may challenge their certification by entering the evaluation pathway without going through the training pathway. This is granted to referees whom demonstrate prior learning through other sources of education outside of the OTCP. Referees will need to apply for a challenge through their PSO. Details of [Challenging Certification](#) are found in later in this document.



### 3 The Certification Process

- 3.1 The evaluation pathway for the *Regional Referee*, *Provincial Referee* and *National Referee* involve each of the following components:
  - 3.1.1 Online examination (in development);
  - 3.1.2 Practical hours (verifiable and non-verifiable);
  - 3.1.3 Game observations – three (3) for *Regional Referee* and six (6) each for *Provincial Referee* and *National Referee*.
- 3.2 Each individual official is responsible for their own development and education. Officials will be responsible to:
  - 3.2.1 Complete the online evaluation;
  - 3.2.2 Log into the Water Polo Canada *Registration System* and manage their practical hours;
  - 3.2.3 Request evaluations from their PSO or the designated league manager.
- 3.3 At the beginning of each program year, Water Polo Canada and its PSOs will release a list of events where evaluations at each context may occur. The PSO is responsible for ensuring the evaluation opportunities have certified Evaluators and same for Water Polo Canada for the National Championship League events. Each event will have a contact person where the referee may send an email to request and evaluation.
- 3.4 The following minimum standards will adhere to each referee context:
  - 3.4.1 Only one (1) referee per game may be evaluated;
  - 3.4.2 Referees are to forfeit their game honorarium for an evaluation. Further details regarding [Fiscal Responsibilities](#) are outlined later in this document;
  - 3.4.3 Referees must be evaluated by a minimum of two (2) different evaluators in order to complete certification;
  - 3.4.4 Referees can only receive a maximum of two (2) evaluations within a seven (7) day period;
  - 3.4.5 Only sanctioned competitions identified by the PSO and Water Polo Canada are considered an evaluation opportunity;
  - 3.4.6 Referees can only be evaluated at their own context. Referees may not be evaluated at competitions below or above their current level.
- 3.5 Referees will need to accumulate a specified number of practical hours in order to complete certification. At least sixty (60) percent of these practical hours must be verified by a governing body (i.e. PSO, Water Polo Canada or league manager). Organized competition, scrimmages, joint training, etc. may be considered as part of the practical hours.
  - 3.5.1 Regional Referee = 20 hours;
  - 3.5.2 Provincial Referee = 30 hours;
  - 3.5.3 National Referee = 40 hours.

## 4 Challenging Certification

- 4.1 According to the principles of the OTCP, an outcome-based approach to learning, officials are required to demonstrate a set of skills in order to meet the minimum standard in a given context to achieve the status of “certified”.
- 4.2 Challenging certification entails demonstrating that an official can meet the minimum standard without having gone through training. This is possible for officials who have prior experience and learning (i.e. a retired National Team athlete or an official coming from another country).
- 4.3 Officials may challenge their certification for the *Regional Referee* and *Provincial Referee* contexts.
- 4.4 Officials wanting to challenge their certification may do so by completing the [Referee Certification Challenge Application Form](#) and submitting to their PSO. PSOs must approve this application prior to a referee challenging their certification. An official who is granted access to challenging their certification will not receive any of the training materials and will be expected to meet the minimum standards to achieve “certified” status. The fees associated with challenging are outlined in [Appendix 7](#).

## 5 Transition Plan and Equivalencies

- 5.1 Officials under the “old OTCP” will have their profiles in the Water Polo Canada *Registration System* automatically updated, as described below. Officials receiving “certified” status must [maintain their certification](#) as per the standards outlined in this document. The transfer is in effect as of January 1, 2014.

<b><i>Officials that currently have ↓</i></b>	<b><i>Will be transferred to reflect ↓</i></b>
Minor Officials	Minor Officials “trained”
Regional Referee	Regional Referee “trained”
Provincial Referee	Provincial Referee “trained”
National C Referee	National Referee “trained”
National B Referee	National Referee “trained”
National A Referee	National Referee “certified”
FINA	FINA
FINA – R (retired)	FINA – R (retired)

## 6 Staffing the Learning Process

- 6.1 Water Polo Canada, in cooperation with its PSOs, will identify and designate a roster of personnel to carry out the objectives of the new OTCP. These personnel include:
  - 6.1.1 Water Polo Canada staff liaison;
  - 6.1.2 PSO staff liaison (appointed by each PSO);
  - 6.1.3 Water Polo Canada Project Leader;
  - 6.1.4 Referee Developers:
    - 6.1.4.1 Master Learning Facilitators (MLFs);
    - 6.1.4.2 Master Evaluators (MEs);
    - 6.1.4.3 Learning Facilitators (LFs);
    - 6.1.4.4 Evaluators (Es).
- 6.2 Water Polo Canada will recruit and develop this roster of training personnel by seeking candidates with demonstrated core competencies of judgment, impartiality, critical thinking and confidence.
- 6.3 The Water Polo Canada staff liaison will be responsible for coordinating the activities of the officials' development frameworks and planning process and report to Water Polo Canada management. This staff member will be responsible for managing the communication plan and reporting on the progress of development efforts to stakeholders within Water Polo Canada.
- 6.4 The PSO staff liaison will be responsible for the same activities within the provincial associations. They will act in a leadership role within the province and will monitor the progress of the officials' development programs, reporting to the Water Polo Canada liaison any difficulties, recommendations for improvement or challenges related to implementing programs. They will manage and coordinate the activities of the human resources for this program within the PSO.
- 6.5 Water Polo Canada may appoint a Project Leader as a resource person to facilitate the program development, including development of tools and resources, program design requirements and the training of Referee Developers where required. Such other duties as required for a successful program implementation may be assigned to the Project Leader.
- 6.6 All personnel tasked with carrying out the objectives and programs related to officials training and development, including course definition, design and development will be required to enter into copyright assignment agreements with Water Polo Canada.

## 7 Referee Developers

- 7.1 Water Polo Canada will select, develop and maintain a roster of **Master Learning Facilitators (MLFs)** who will be responsible to train, develop, evaluate and mentor Learning Facilitators (LFs) for the various OTCP programs that will be delivered by Water Polo Canada and its PSOs.
- 7.2 It is recognized that the full roster of MLFs with the desired full range of facilitation skills will not be available throughout the initial stages of program development in most contexts. It is the intention of Water Polo Canada to identify, train and monitor recommended candidates in order to meet this skill gap. After the initial identification of MLFs new MLFs will be granted this status once a candidate completes the required training, receives mentoring in their program delivery and has been evaluated as meeting the program standards.
- 7.3 MLFs will be sought with the following skill sets and experiences:
  - 7.3.1 Experience in training or instructional methods, preferably in an adult education setting;
  - 7.3.2 Experience with the FINA rule book and interpretations of the rules;
  - 7.3.3 Knowledge of the OTCP training paradigm;
  - 7.3.4 Attendance at a MLF workshop;
  - 7.3.5 Have five (5) years of experience as a LF;
  - 7.3.6 Have received positive evaluations as a LF.
- 7.4 PSOs have the responsibility to select, develop and maintain a roster of **Learning Facilitators (LFs)** to deliver referee training for the *Minor Official*, *Regional Referee* and *Provincial Referee* contexts within their Province. PSOs will be responsible for recruiting and approving LFs. It will be the responsibility of the PSO, in accordance with the training and recruitment process as approved by Water Polo Canada and using approved MLFs, to provide LF training.
  - 7.4.1 Water Polo Canada will provide LF training on an annual basis at the Growth and Leadership Summit.
- 7.5 Water Polo Canada has the responsibility to select, develop and maintain a roster of **Learning Facilitators (LFs)** to deliver coach training for the *National Referee* context. Water Polo Canada will be responsible for recruiting and approving LFs. It will be the responsibility of Water Polo Canada to provide LF training for this context.
- 7.6 LFs will be sought with the following skill sets and experiences:
  - 7.6.1 Understanding of the Water Polo Canada LTAD and its implications;
  - 7.6.2 Understanding of the purpose of competition for each stage of development;
  - 7.6.3 Understanding of the application of the modified (age appropriate) rules;
  - 7.6.4 Attendance at a LF training session as conducted by a MLF;
  - 7.6.5 LFs will be expected to be certified at the context stage in which they are being trained as a LF.

- 7.7 LFs will need to follow the training and certification pathway outlined in [Appendix 5](#).
- 7.8 Water Polo Canada will select, develop and maintain a roster of **Master Evaluators (MEs)** who will be responsible to train, develop, evaluate and mentor Evaluators (Es) for the various OTCP programs that will be delivered by Water Polo Canada and its PSOs.
- 7.9 It is recognized that the full roster of MEs with the desired full range of facilitation and evaluation skills will not be available throughout the initial stages of program development in most contexts. It is the intention of Water Polo Canada to identify, train and monitor recommended candidates in order to meet this skill gap. Initial candidates will be mentored and encouraged in their training by more experienced MEs. After the initial identification of MEs new MEs will be granted this status once a candidate completes the required training, receive mentoring in their program delivery and has been evaluated as meeting the program standards.
- 7.10 MEs will be sought with the following skill sets and experiences:
  - 7.10.1 Experience in training or instructional methods, preferably in an adult education setting;
  - 7.10.2 Experience with the FINA rule book and interpretations of the rules;
  - 7.10.3 Knowledge of the OTCP training paradigm;
  - 7.10.4 Attendance at a ME workshop;
  - 7.10.5 Have five (5) years of experience as an E;
  - 7.10.6 Have received positive evaluations as an E.
- 7.11 PSOs have the responsibility to select, develop and maintain a roster of **Evaluators (Es)** to certify referees in the each of the various contexts within their Province. PSOs will be responsible for recruiting and approving Es. It will be the responsibility of the PSO, in accordance with the training and recruitment process as approved by Water Polo Canada and using approved MEs, to provide E training.
  - 7.11.1 Water Polo Canada will provide E training on an annual basis at the Growth and Leadership Summit.
- 7.12 Es will be sought with the following skill sets and experiences:
  - 7.12.1 Understanding of the Water Polo Canada LTAD and its implications;
  - 7.12.2 Understanding of the purpose of competition for each stage of development;
  - 7.12.3 Understanding of the application of the modified (age appropriate) rules;
  - 7.12.4 Attendance at an E training session as conducted by a ME;
  - 7.12.5 Es will be expected to be certified at a context higher in which they are being trained as an E;
- 7.13 Es will need to follow the training and certification pathway outlined in [Appendix 6](#).

- 7.14 Referee Developer status will be current for three (3) years. Status will be renewed for three (3) years after each successful workshop/evaluation the LF/E conducts, provided positive feedback is received.
- 7.15 Referee Developers who have been inactive for longer than three (3) years may have their status renewed upon the recommendation of the PSO to Water Polo Canada, provided they have remained active in the sport and have received favorable prior feedback on their assignments.

## 8 Maintenance of Certification

- 8.1. Referees certified at any of the contexts (including transitioning referees from – see [Transition Plan and Equivalencies](#)) are required to maintain their “certified” status through the accumulation practical officiating hours. Maintenance of certification, through proof of ongoing learning (assessments) and active officiating is viewed as essential to performance and the integrity of the OTCP.
- 8.2. Referees will be required to achieve the following number of practical hours over a two (2) year period after certification is achieved in order to maintain their status of “certified”:
  - 8.2.1. Regional Referee = 20 hours;
  - 8.2.2. Provincial Referee = 30 hours;
  - 8.2.3. National Referee = 40 hours.
- 8.3. Practical hours include, but are not limited to, the following:
  - 8.3.1. Sanctioned league/tournament games;
  - 8.3.2. Exhibition games;
  - 8.3.3. Scrimmages in practices;
  - 8.3.4. Joint-trainings.
- 8.4. Referees are responsible to maintain their own record of practical hours towards maintenance of certification. These records are to be kept online at [www.waterpolo.ca](http://www.waterpolo.ca) through the Water Polo Canada *Registration System*. Referees will require a username and password to access their profile.
  - 8.4.1. At least sixty (60) percent of these practical hours must be verified by a governing body (i.e. Water Polo Canada, PSO or league manager).
- 8.5. The maintenance of certification period begins January 1 after a referee achieves certified status. For example, a referee who becomes certified in November will have their two (2) year maintenance of certification period begin January 1 of the following year.



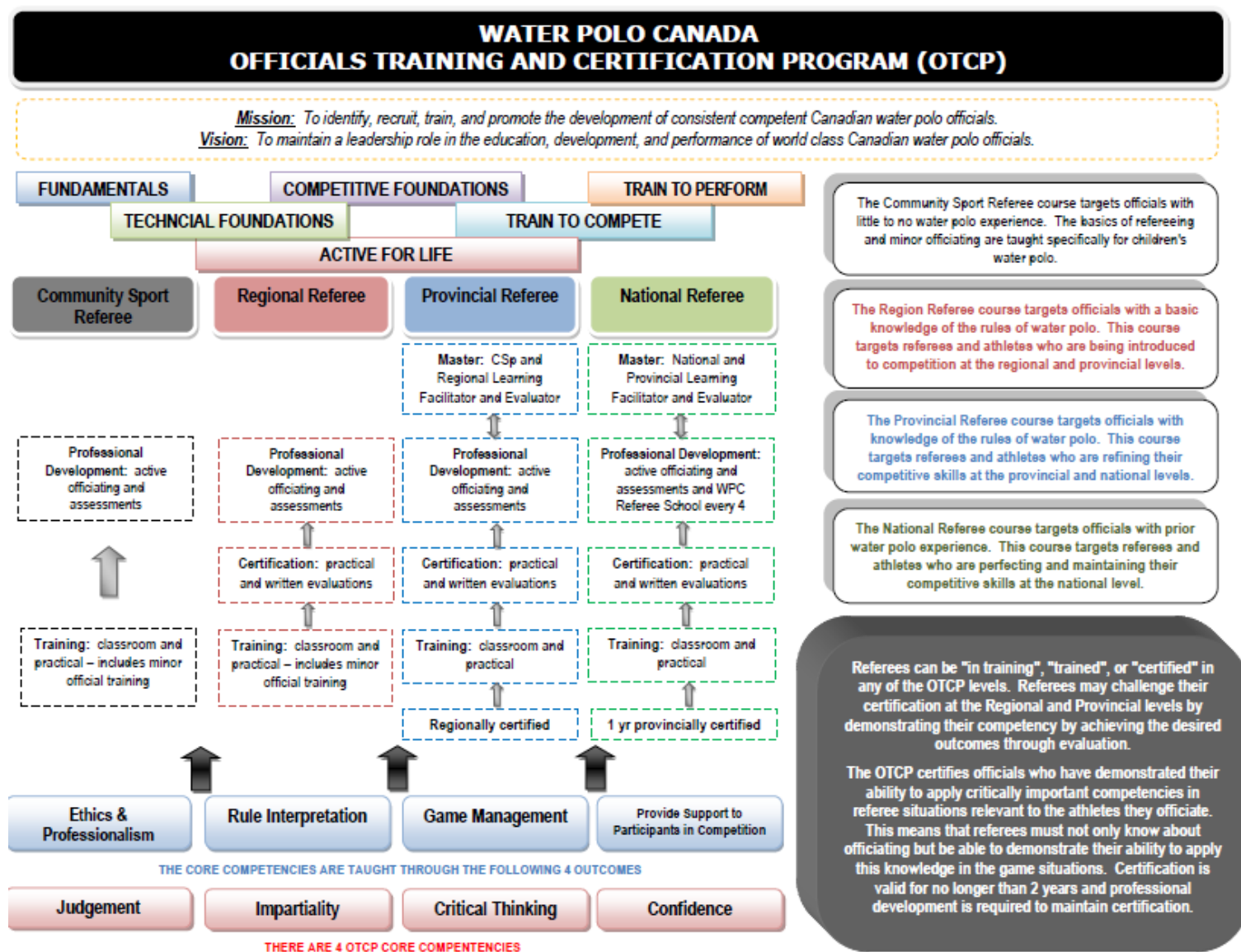
## 9 Fiscal Responsibilities

- 9.1 Water Polo Canada shall establish fee guidelines and parameters for officials' training and evaluation programs offered and developed under its authority.
- 9.2 The fee structure and guidelines shall be reviewed annually prior to the new fiscal year (April 1 to March 31).
- 9.3 Water Polo Canada will set fees related to program design, development, contracting responsibilities for tools and resources and administration at a National level.
- 9.4 The PSO will be responsible for local and provincial administration of the officials' programs, delivery mechanisms, assigning and compensating Referee Developers.
- 9.5 Water Polo Canada has established the following minimum standards and fee recommendations outlined in [Appendix 7](#).

## 10 National Championship Standards

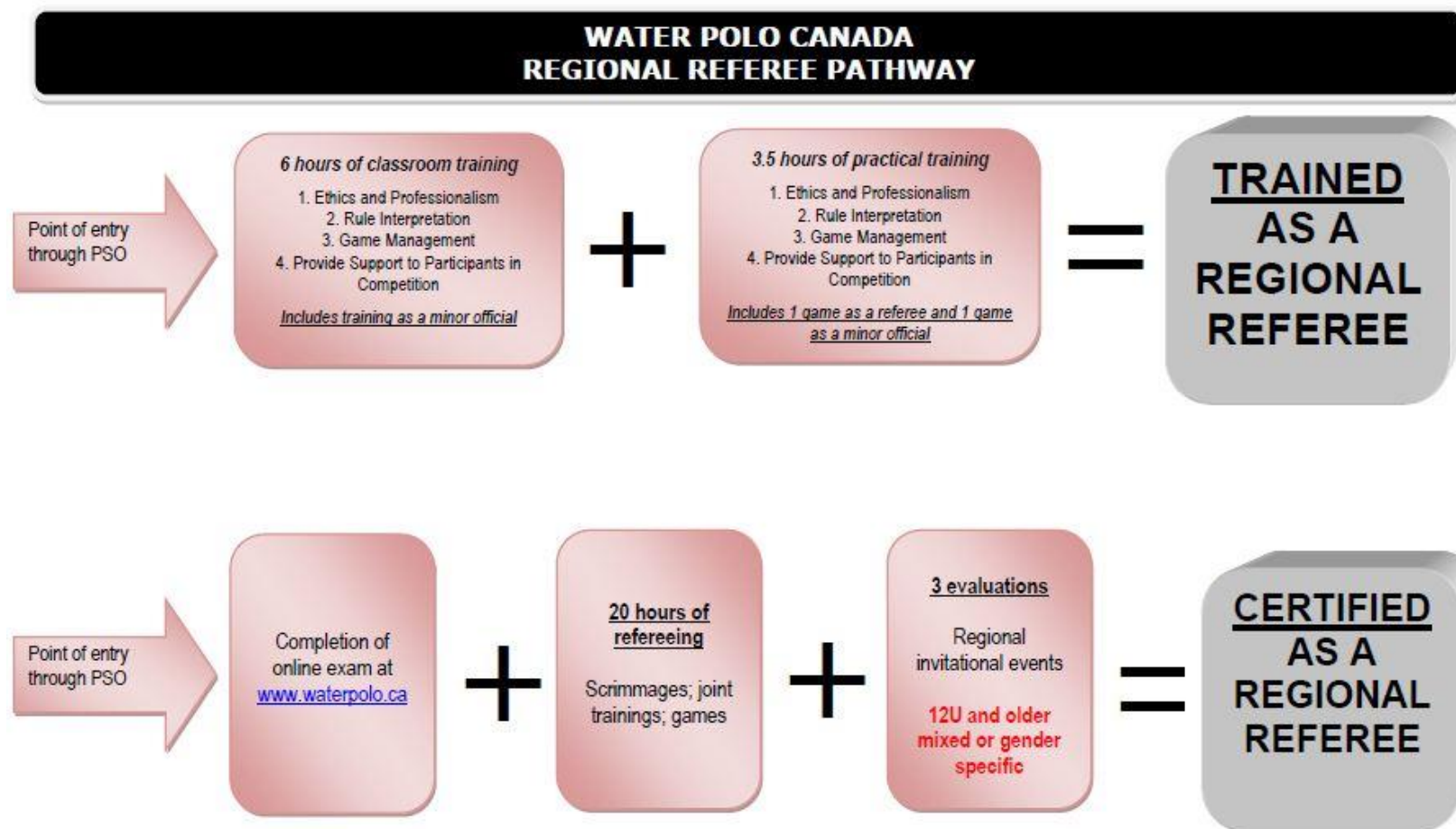
- 10.1. The minimum standards for the National Championship League (2014-2015 and beyond) will be determined on an annual basis by the Competition Committee and in line with the [officials development](#) and [player development](#) models herein. These minimum standards will be outlined in the National Championship League Handbook and will include:
  - 10.1.1. East and West 14 and under National Championships;
  - 10.1.2. 16 and under National League;
  - 10.1.3. 19 and under National League;
  - 10.1.4. Open (Major League Water Polo).
- 10.2. The status of “certified” will not be mandatory until the transition to the new program has taken full effect and there is no longer a capacity gap.

## Appendix 1: Officials Development Model



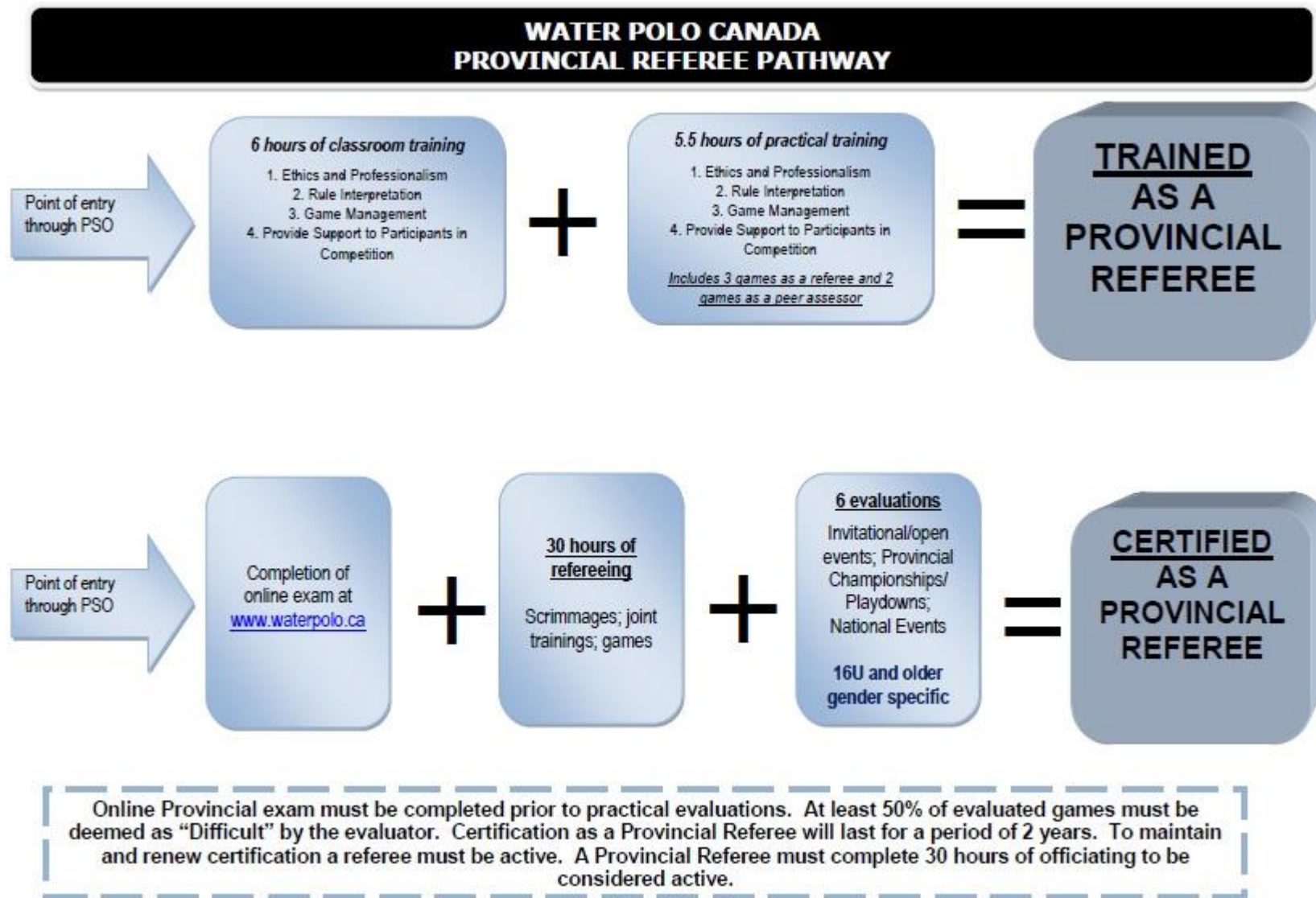
## Appendix 2: Training and Certification Pathways

### Regional Referee



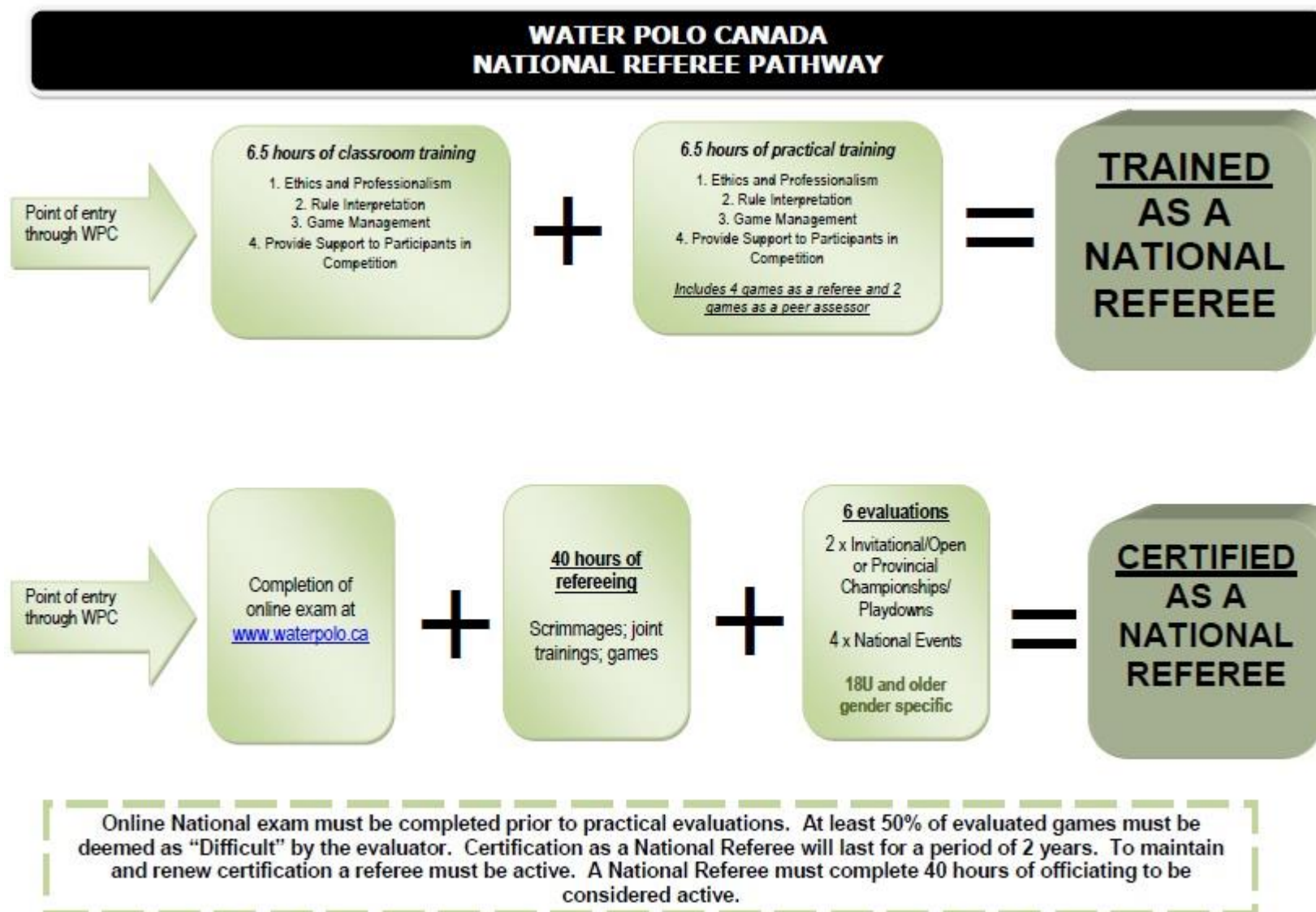
Online Regional exam must be completed prior to practical evaluations. Certification as a Regional Referee will last for a period of 2 years. To maintain and renew certification a referee must be active. A Regional Referee must complete 20 hours of officiating to be considered active.

## Provincial Referee



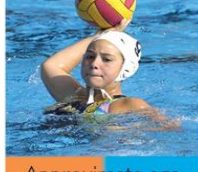











## National Referee



## Appendix 3: Player Development Model

<div>YELLOW Physical Literacy</div> <div>RED Active for Life</div> <div>ORANGE Competitive for Life</div> <div>BLUE Excellence</div>	<div>FUNdamentals</div> <div></div> <div>Approximate age M 6-9   F 6-8</div>	<div>Technical Foundations</div> <div></div> <div>Approximate age M 9-12   F 8-11</div>	<div>Early Competitive Foundations</div> <div></div> <div>Approximate age M 12-14   F 11-13</div>	<div>Late Competitive Foundations</div> <div></div> <div>Approximate age M 14-16   F 13-15</div>	<div>LIFE-LONG PARTICIPATION IN SPORT</div> <div>Competitive for Life (Enter at any age, approximately ~13+) Active for Life (Enter at any age, approximately age ~15+)</div>			<div>Competitive/Active for Life</div> <div></div> <div>Enter at any age</div>
	<div>Train to Compete</div> <div></div> <div>Approximate age M 16-19~   F 15-18~</div>	<div>Train to Perform</div> <div></div> <div>Approximate age M 19-25~   F 18-23~</div>	<div>Living to Win</div> <div></div> <div>Approximate age M 25+   F 23+</div>					
	<div>COMPETITIONS</div> <div>Long-Term Athlete Development</div>	<div>I Love Water Polo mixed gender</div>	<div>Seasonal-based regional competitions and festivals Gender specific recommended</div>	<div>Regional/ Provincial club water polo gender specific</div>	<div>National League; National/ Provincial Team Programs</div>	<div>Semi-Pro Canadian League; European Professional Leagues; Varsity programs; Youth/Junior National Team</div>	<div>Senior National Team; World Championships &amp; Olympic Games</div>	<div>Competitive (gender specific): Club; University club programs; Masters Active (mixed or gender specific) : Club, High School, Masters</div>
	<div>COACHES</div> <div></div>	<div>The ILWP Instructor</div>	<div>The Community Club Coach</div>	<div>The Competitive Coach</div>	<div>The Advanced Competitive Coach</div>	<div>The Professional Coach</div>	<div>Competition - Development Advanced; NCI Diplomas</div>	<div>Competition - High Performance; NCI Diplomas</div>
<div>OFFICIALS</div> <div></div>	<div>N/A</div>	<div>Regional Referee</div>	<div>Regional Referee</div>	<div>Provincial Referee</div>	<div>Provincial, National &amp; UANA Referee</div>	<div>National, UANA &amp; FINA Referee</div>	<div>FINA Referee</div>	<div>Provincial Referee Regional Referee</div>

## Appendix 4: Referee Certification Challenge Application Form

### CONTACT INFORMATION

DATE:

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NAME:

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ADDRESS:

---

CITY:

---

PROVINCE:

---

POSTAL CODE:

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### EDUCATION

UNIVERSITY:

---

OTCP CERTIFICATION:

---

OTHER QUALIFICATIONS:

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---

---

YEARS OF WATER POLO EXPERIENCE:

---

WHY ARE YOU APPLYING?:

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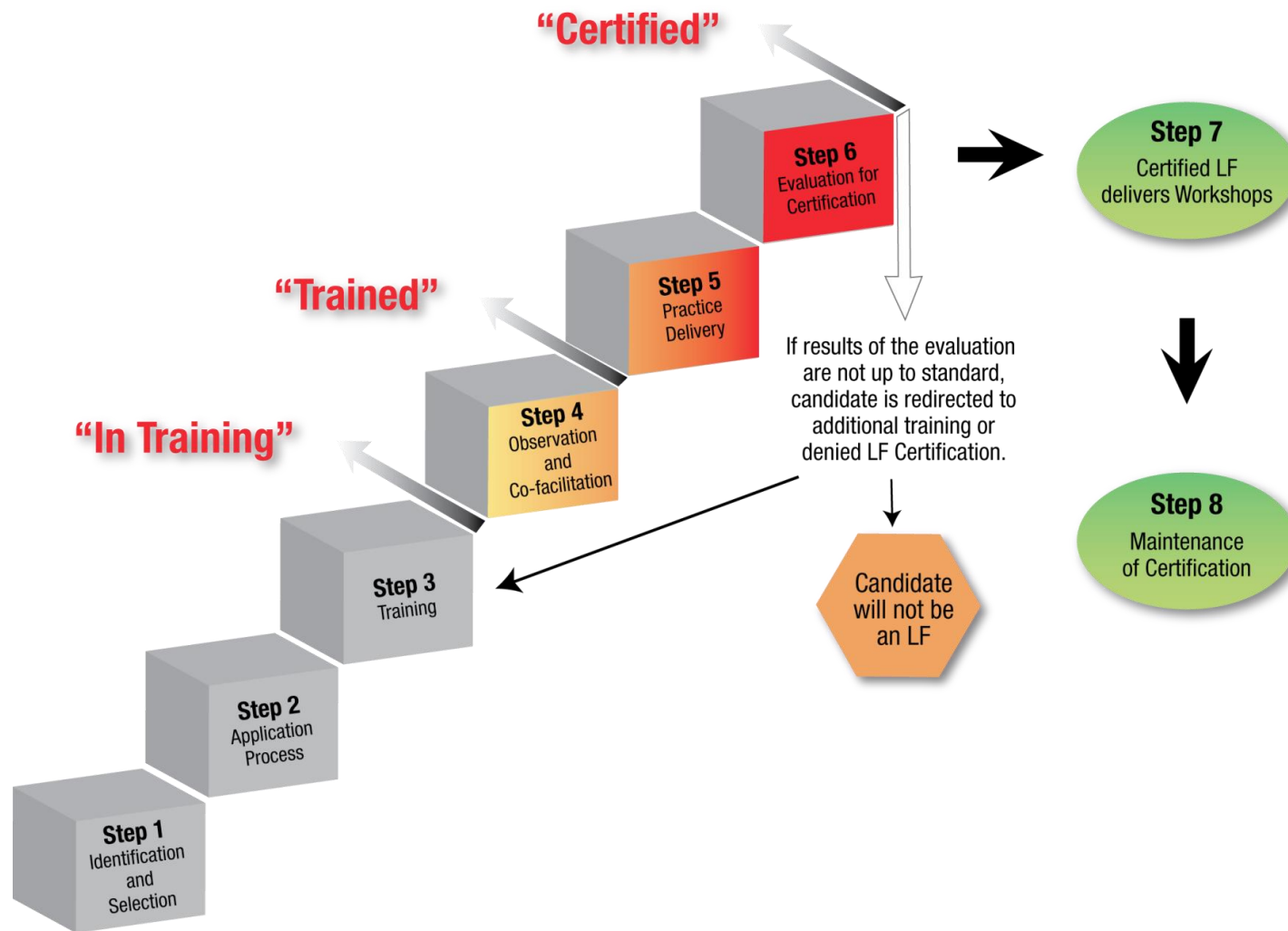
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Please complete and send this form to your PSO.



## Appendix 5: Learning Facilitator Development Pathway



## Appendix 6: Evaluator Development Pathway

### EVALUATOR TRAINING



## Evaluator Training Pathway

1. Selection of Evaluators
2. Evaluator Training
3. Practice evaluation / co-evaluation
4. Delivery of evaluation
5. Maintenance of accreditation
6. Quality Control

## Appendix 7: Fiscal Responsibilities and Fees

Each PSO will set Referee Developer honoraria, mileage reimbursement and per diem subject to the following minimum standards as established by Water Polo Canada:

- Regional Referee evaluation honorarium: \$25 / hour;
- Provincial and National Referee evaluation honorarium: \$25 / game;
- PSOs may provide a weekend rate or contract evaluators at a rate that is no less than the above stated honorariums;
- Mileage: \$0.35 / KM;
- Per Diem: \$35 / day.

### The Regional Referee

Each PSO is responsible for organizing training workshops and setting the fees for the workshop. Water Polo Canada charges each PSO \$40 / participant plus shipping and handling, which includes the following: USB flash drive with all of the content, whistle and cards.

The PSO is responsible to print the Referee Workbook and Assessment Tools for each participant. Referee candidates are required to bring laptop computers – at least 1 computer per 2 participants.

The cost to the referee for an evaluation is the forfeit of their game honorarium. Referees are not eligible to receive an honorarium for a game in which they are receiving an official evaluation regardless of the outcome. The Regional Referee is required to complete three (3) successful evaluations, a twenty (20) hour practicum and an online evaluation to complete certification.

### The Provincial Referee

Each PSO is responsible for organizing training workshops and setting the fees for the workshop. Water Polo Canada charges each PSO \$50 / participant plus shipping and handling, which includes the following: USB flash drive with all of the content, whistle and cards.

The PSO is responsible to print the Referee Workbook and Assessment Tools for each participant. Referee candidates are required to bring laptop computers – at least 1 computer per 2 participants.

The cost to the referee for an evaluation is to forfeit their game honorarium. Referees are not eligible to receive an honorarium for a game in which they are receiving an official evaluation regardless of the outcome. The Provincial Referee is required to complete six (6) successful evaluations, a thirty (30) hour practicum and an online evaluation to complete certification.

## Regional and Provincial Referee Challenge

Referees may challenge their certification based on prior knowledge they have gained elsewhere. Referees will need to submit the [Referee Certification Challenge Application Form](#) and be approved by each respective PSO. If a referee challenge is accepted, the referee will not receive any of the workshop materials.

The cost to a referee to go through the challenge process is a one-time \$100 administration fee in addition to the forfeit of the game honorarium for each of the evaluations. Referees will still be required to complete the appropriate number of evaluations, practical hours and online evaluation to complete certification.

## The National Referee

The cost for this workshop will be determined on an annual basis and will depend on the location of the Annual Growth and Leadership Summit and number of registrants for the course. The registration fee will include the following: accommodations for two (2) nights, breakfast and lunch, USB flash drive with all of the content, hard copy of the referee workbook and whistle and cards. The training workshop also includes a practical component with feedback.

Water Polo Canada will pay the Referee Developer(s) an honorarium of \$400 for the training workshop at the Summit. Water Polo Canada will provide the Referee Developer(s) with a per diem and cover all other travel costs associated with facilitating the workshop.

The cost to the referee for an evaluation is to forfeit their game honorarium. Referees are not eligible to receive an honorarium for a game in which they are receiving an official evaluation regardless of the outcome. The National Referee is required to complete six (6) successful evaluations, a forty (40) hour practicum and an online evaluation to complete certification.