

**PROVINCIAL REFEREE COMMITTEE**

POLICIES AND PROCEDURES MANUAL

Revised June 2019

Table of Contents

[Index of Abbreviations 4](#_Toc527399107)

[1. Preamble 5](#_Toc527399108)

[2. VBC Referee Committee 6](#_Toc527399109)

[2.1 Mandate 6](#_Toc527399110)

[2.2 Structure 7](#_Toc527399111)

[2.2.1 Regional Officials Chairperson (ROC) 8](#_Toc527399112)

[2.2.2 Standing Subcommittee Representatives 9](#_Toc527399113)

[2.2.3 Zone Official Chairpersons (ZOCs) 10](#_Toc527399114)

[2.2.4 Area Representatives (ARs) 11](#_Toc527399115)

[2.2.5 Budget 11](#_Toc527399116)

[2.2.6 Development Plan 12](#_Toc527399117)

[2.2.7 Referee Committee Meetings 12](#_Toc527399118)

[2.3 Registration as a Volleyball BC Referee 13](#_Toc527399119)

[2.3.1 Registration 13](#_Toc527399120)

[2.3.2 Registration Fees 13](#_Toc527399121)

[2.3.3 Registration Policies 13](#_Toc527399122)

[2.3.4 Life Members 14](#_Toc527399123)

[2.3.5 Leave of Absence 14](#_Toc527399124)

[2.3.6 Out of Province Transfers 14](#_Toc527399125)

[2.3.7 Travel 14](#_Toc527399126)

[2.3.8 Fee Schedule 14](#_Toc527399127)

[2.3.9 Referee Uniform 14](#_Toc527399128)

[2.3.10 Volleyball Canada Referee Crests 15](#_Toc527399129)

[2.3.11 Payment via Direct Deposit 15](#_Toc527399130)

[2.4 Code of Ethics for Referees 15](#_Toc527399131)

[2.4.1 Availability 16](#_Toc527399132)

[2.4.2 Tournaments 16](#_Toc527399133)

[2.4.3 Regular Involvement 16](#_Toc527399134)

[2.4.4 Behaviour 16](#_Toc527399135)

[2.4.5 Sanctions 16](#_Toc527399136)

[2.4.6 Screening Policy 18](#_Toc527399137)

[2.5 Referee Excellence Awards 18](#_Toc527399138)

[2.5.1 Award Categories 18](#_Toc527399139)

[2.5.2 Award Criteria 18](#_Toc527399140)

[2.6 Assignments 19](#_Toc527399141)

[2.6.1 Allocator 19](#_Toc527399142)

[2.6.2 Head Referee 19](#_Toc527399143)

[4. Beach Volleyball 20](#_Toc527399144)

[4.1 Mandate 20](#_Toc527399145)

[4.2 Beach Subcommittee Representative 20](#_Toc527399146)

[4.3 Registration and Membership 21](#_Toc527399147)

[4.4 Referees’ Uniforms 21](#_Toc527399148)

[4.5 Referees Guidelines 21](#_Toc527399149)

[4.6 Complaint Procedure 21](#_Toc527399150)

[4.7 Assignments and Allocations 21](#_Toc527399151)

[4.7.1 Provincial Events 22](#_Toc527399152)

[4.7.2 Volleyball Canada Events 22](#_Toc527399153)

[Appendix A: Zone Administration 23](#_Toc527399154)

# Index of Abbreviations

AR Area Representative

RDM Referee Development Manager

ROC Regional Officials Chairperson

VBC Volleyball BC

ZOC Zone Officials Chairperson

# 1. Preamble

The Volleyball BC (VBC) Referee Committee Policies and Procedures Manual is designed to be a guide for all VBC referees and stakeholders regarding the organization and governance of the VBC Referee Committee, as well as the regional structures, development programs, administrative practices, policies, and procedures regarding the activities of volleyball officials in the province.

Its purpose is to achieve a certain level of expectation, consistency, fairness and transparency into the activities of the referees group in the province. It is intended to be a supplement to the *Policy and Procedures Handbook* produced by the Volleyball Canada National Referee Committee. It is to be used as a reference document for the VBC Regional Officials Chairperson (ROC), the members of the Provincial Referee Committee and Volleyball BC staff.

# 2. VBC Referee Committee

## 2.1 Mandate

The VBC Referee Committee (“the Committee”) is the governing body responsible for the leadership, direction and support of indoor and outdoor volleyball referees in the province of British Columbia. Its role is to develop and oversee the implementation of the strategic vision, organizational structure, policy and procedures, service standards, and program tools and initiatives to ensure the continuous, consistent and quality delivery of volleyball referees and refereeing services in British Columbia.

The Committee will have the following key responsibilities:

1. Within the standards and guidelines of Volleyball Canada and the National Officials Committee, ensure that a quality indoor and beach referees’ development program exists in BC. This includes but is not limited to tools and processes to:
	1. Educate, train and certify new referees and refresh existing referees to the consistent quality standards adopted in Canada;
	2. Ensure opportunities to learn refereeing and improve the quality and consistency of refereeing exists in all parts of BC, where volleyball is played and where cost effective and practical;
	3. Continuously recruit new referees and retain existing referees through training tools and support programs;
	4. Identify and address barriers to achieving gender equality in refereeing.
	5. Train and certify instructors and evaluators to conduct the indoor Level 1 to 3 and beach Level 1 and 2 upgrade certification program.
	6. Identify and train potential indoor Level 4 and beach Level 3 referees to successful completion of the respective national upgrade program.
2. In partnership with the appropriate volleyball stakeholders, ensure the delivery of refereeing services that meet their needs, and work to promote “fair play” and good sportsmanship in the sport.
3. In consultation with the appropriate volleyball stakeholders and referees’ membership, establish a rate review process annually and to ensure the fee payment schedule for referees is fair, equitable and competitive.
4. Liaise with the Volleyball BC Board and Executive Director and, where appropriate, aim to adopt the initiatives and priorities of Volleyball BC to strive for alignment in so far as they affect the referees, the delivery of refereeing services in BC.
5. Liaise with the Volleyball BC Referee Development Manager to ensure refereeing services are provided to Volleyball BC hosted competitions and to keep the referee-related materials on the Volleyball BC website current.
6. Represent the voice of the referees’ membership in BC in matters and dealings with Volleyball Canada and the National Officials Committee.
7. Ensure effective communication exists amongst the Volleyball BC registered referees and with the overall volleyball community.
8. Ensure succession planning occurs for all leadership positions in the Referee Committee.

## 2.2 Structure

The Committee is an executive group that oversees the referees in BC and within it has its own subcommittees. The Committee is considered a working committee of VBC.

The Committee provides advice and guidance to the Regional Officials Chairperson (ROC). It is strategic and long term in perspective. The Committee consists of: the current ROC (as Chairperson), an appointee of VBC, the Representatives of the Standing Subcommittees as defined below, and a Member-at-Large. In addition, VBC’s Executive Director and Referee Development Manager (RDM) will be ex-officio members of the committee. This committee is responsible for overseeing all programs and making executive decisions on governance, policies, discipline, etc. The Committee is composed of a minimum of 6 persons and a maximum of 9 persons. The ROC and Committee members are to serve two year terms. The terms may be renewed to a maximum of six consecutive years subject to exceptional circumstances.

### 2.2.1 Regional Officials Chairperson (ROC)

The Regional Officials Chairperson (ROC) is the elected leader of the referees’ membership group in British Columbia. The ROC is accountable to the referees’ membership group, VBC (through its Executive Director), and Volleyball Canada (through its National Officials Chairperson).

The mandate of the ROC will be as established from time to time in cooperation with VBC’s Executive Director, Volleyball Canada’s National Officials Chairperson, and the VBC Referee Committee. The current mandate is as published in Section 2.1 (above).

The ROC is the Chair of the VBC Referee Committee. The ROC represents the referees’ membership in all matters with VBC and Volleyball Canada. The ROC has the authority to rule on all matters concerning refereeing in BC not addressed in this manual, and/or provide exceptions from these policies and procedures in rare and unusual situations.

Decisions of the ROC may be appealed and overturned by an 80% or greater vote from the Representatives of the Standing Subcommittees plus Volleyball BC’s Executive Director. Appeals of the decisions of the ROC should be sent to the VBC Executive Director in writing with a $100 non-refundable cheque payable to VBC.

The ROC may delegate certain of his/her tasks, such as attendance at national or provincial events and meetings, as necessary.

The position of ROC is held for a term of three years established in an election process. An individual, subject to successful elections, can hold the position of ROC for a maximum of two terms (6 years) subject to exceptional circumstances. In the event that there are multiple qualified candidates interested in becoming ROC, there will be an election in which all Volleyball Canada referees (Levels 3, 4 and 5) who are registered and in good standing with both VBC and Volleyball Canada will have the opportunity to vote. The term of the position begins June 1 and ends May 31. Should an election be needed it must be completed by May 15 of the specified year and will be administered by Volleyball BC’s Referee Development Manager or delegate.

All candidates interested in the position must have their intent, specified in writing, submitted to VBC’s Executive Director by March 31 of the election year. The application must be accompanied with nomination letters from five VBC registered Volleyball Canada Referees, as well as a covering letter stating his / her qualifications. Should there be only one eligible candidate, that person will be acclaimed to the position. This appointment is ratified at the next meeting of the Board of Directors of VBC.

Desirable attributes and qualifications of an ROC:

* Strong organizational, communication and interpersonal skills. Proven leadership skills, as demonstrated by ability to establish priorities, develop initiatives, manage people and achieve results.
* Ability to see the best interests of the refereeing program as a whole, balance and prioritize competing interests and conflict resolution.
* A member in good standing with Volleyball Canada and Volleyball BC.
* Level 3 or higher certified Volleyball Canada referee.
* Respected by both their refereeing peers and by the volleyball community and demonstrates unquestionable integrity and ethics.
* Experience as a mentor, evaluator, or supervisor and / or experience in the administration of refereeing, developing, or managing programs

### 2.2.2 Standing Subcommittee Representatives

The Standing Subcommittees work in areas that are priorities in the future of volleyball or refereeing as a whole or that have a general pervasive impact on all the referees in the province. The head of each Standing Subcommittee will be appointed annually by the ROC and is part of the executive group in the Referee Committee.

The Standing Subcommittees are:

1. High Performance
2. Domestic Development
3. Officiating for Women
4. Beach

The Standing Subcommittee Representatives will be responsible to the ROC for the functional work of the committees, and to both the ROC and Volleyball BC for the strategic direction of the committee.

Each Standing Subcommittee Representative shall develop or revise their long-term and short-term objectives, program initiatives and resource requirements at least annually. With the ROC’s approval, they are to oversee their implementation during the year. The ROC may ask each Representative to report on their progress throughout the year.

Each Standing Subcommittee Representative is free to structure their program area with other referees or working groups as needed to fulfill their mandate.

The assigning of various leagues and competitions are handled by the ZOCs, or ARs, where the events occur. However, certain events are to be handled by the Standing Program Representatives as indicated below:

* PacWest League – High Performance Representative
* U SPORTS – High Performance Representative
* Volleyball BC Provincial Championships – Domestic Development Representative
* Volleyball Canada, CCAA, U SPORTS National Championships – ROC
* BC High School Provincial Championships – ROC
* Beach Events – Beach Officials Chair

In addition, the Officiating for Women Representative may request priority or accommodation regarding certain initiatives and assignments within their scope. All other representatives are expected to cooperate with such reasonable requests.

### 2.2.3 Zone Official Chairpersons (ZOCs)

The Zone Official Chairpersons (ZOCs) are regional representatives nominated by the ROC no later than May 1 of each year. The term of the ZOC position is two years, beginning June 1 and ending May 31. Desirably, the same individual will not serve longer than 6 consecutive years as ZOC, subject to exceptional circumstances. This maximum length of service is to encourage a succession-planning mindset.

Should the registered VBC referees located in their zone wish to nominate another person for the position, no less than five referees of that zone should sign and forward a nomination letter with the name and consent of the nominated referee to the ROC not later than March 15 of the year of appointment. In the event that there are multiple nominated candidates interested in becoming ZOC, there will be an election in which all referees located in that zone registered and in good standing with VBC will have the opportunity to vote. The desirable attributes for a ZOC are similar to that for the ROC, described above.

The ZOC is responsible for the development of the referee program and delivery of refereeing services within their zone in accordance with the priorities policies and procedures established by the VBC Referee Committee. For a detailed description of ZOC responsibilities and Zone administration, see Appendix A (below).

For the purposes of volleyball refereeing, British Columbia is divided into 7 zones. The zone boundaries are set by the Volleyball BC referee committee and generally parallel the zones established by the BC Summer Games. The following is a listing of the current zones:

Zone 1 – Kootenays

Zone 2 – Okanagan

Zone 3 – Fraser Valley (East of Fraser River)

Zones 4/5 – Lower Mainland (West of Fraser River)

Zone 6 – Vancouver Island

Zone 7 – North

### 2.2.4 Area Representatives (ARs)

The Area Representatives (ARs) are to assist their respective ZOCs. The AR is an appointed position by the ZOC with the approval of the ROC. The term of the position is two years, beginning June 1 and ending May 31. Desirably, the same individual will not serve longer than 6 consecutive years as AR. This maximum length of service is to encourage a succession-planning mindset.

The ARs are intended to assist ZOCs in the development of the referee program and delivery of refereeing services within their area in accordance with the policies and procedures established by VBC’s Referee Committee. The following is a listing of the current areas necessitating an AR:

Area 1a – West Kootenays

Area 1b – East Kootenays

Area 2a – Central Okanagan

Area 2b – South Okanagan

Area 2c – North Okanagan

Area 2d – Thompson

Area 6a – North Island

Area 6b – Mid Island

Area 6c – Lower Island

Area 7a – North Coast

Area 7b – North Central

### 2.2.5 Budget

The Referee Committee should include an annual budget / plan which should include the expectation on the use of Volleyball BC Staff and other resources. VBC will determine the use of staff time and resources to assist the ROC and Referee Committee. Effective September 2018, the referee development funds collected by VBC on behalf of officials will be held in a central development account (i.e., not separate accounts for each Subcommittee). The account will be managed by the Referee Committee and administered by the RDM.

The ROC is accountable to Volleyball BC for this budget. The budget is for the period of December 1 to November 30. This budget is separate from any budgets created by any ZOC or AR for initiatives within their scope of authority.

### 2.2.6 Development Plan

On an annual basis and in conjunction with the Standing Subcommittee Representatives, the ROC will produce an overall development plan for the Volleyball BC referee program which details the strategic priorities for the year, objectives for each of the Standing Subcommittees, and specific program initiatives, goals and tasks for the zones in the province. As well, ZOCs and ARs may have regional priorities that should be brought up with the ROC so that their needs may be addressed. Where possible, performance indicators should be included in the development plan and reported on.

The ROC and the respective Standing Subcommittees Representatives will endeavour to ensure that the initiatives, goals and tasks are acted upon during the year. In this regard, the various ZOCs and ARs may be asked to assist.

### 2.2.7 Referee Committee Meetings

The Referee Committee and the ZOCs are to meet once a year to conduct the business of the Referee Committee. In attendance at the meetings will be the members of the Referee Committee and ZOCs. Other referees may be invited to attend by the Referee Committee or allowed to attend upon prior request and by the approval by the majority of the VBC Referee Committee.

#### 2.2.7.1 Logistics

The ROC, in consultation with the RDM, will set the date and location of the meetings. The ROC will send out a notice of meeting to all participants a minimum of four weeks prior to the meeting. Expenses incurred to attend this meeting (i.e., hard costs: gas (not mileage), ferry costs, accommodations, meals) will be covered by development funds.

#### 2.2.7.2 Rules of Order

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

#### 2.2.7.3 Voting

Voting at the meeting will be based on one vote for each Subcommittee Representative, the VBC Appointee, and the ROC. Only those in attendance at the meeting may vote; there will be no proxy votes. A simple majority will decide motions that are tabled. It will be customary (but not mandatory) for the ROC to vote only in the event of a tie.

#### 2.2.7.4 Motions

All motions approved at the meeting that only affect Volleyball BC referees are in effect immediately and need no further ratification. Motions approved at the meeting that impact user groups (e.g., rate changes), are submitted to the various affected user groups and form the basis for negotiation for services rendered by the Volleyball BC Referee Committee and must be ratified by the affected party.

#### 2.2.7.5 Meeting Minutes

Minutes of the meetings are to be taken and kept on file by the ROC and RDM. These minutes are to be distributed to all VBC Referee Committee members.

#### 2.2.7.6 Meeting Agenda

 The ROC and the RDM are to prepare an agenda for the meetings. Each agenda is to be distributed to the participants prior to the meeting. The ROC, ZOCs and Subcommitttee Representatives may be requested to provide written reports to be included in the agenda.

## 2.3 Registration as a Volleyball BC Referee

VBC referees are expected to register yearly, remain active as officials, and maintain current knowledge of the rules and their application.

### 2.3.1 Registration

Volleyball Referees Level 1 (Local / Junior) through Level 5 (International) must register annually with Volleyball BC. Referees certified Level 3 (Regional), Level 4 (National) and Level 5 (International) must register annually with Volleyball BC and Volleyball Canada. Only those individuals who pay their current registration fees (as well as other applicable fees) will be eligible to be allocated to referee by Volleyball BC allocators. In the case where a referee is owed match fees from Volleyball BC and they have not registered for the current season, Volleyball BC reserves the right to withhold payment until membership has been paid. This is also true for payments from U SPORTS and PacWest.

### 2.3.2 Registration Fees

Registration fees will be set by Volleyball Canada and Volleyball BC and will be posted on the Volleyball BC website.

### 2.3.3 Registration Policies

The volleyball year for referee registration is September 1 to August 31.

An updated copy of the registered referees will be sent out a number of times during the fall (high school) and spring (club) seasons to each ZOC and AR to encourage the registration of all referees and the allocation of registered referees.

### 2.3.4 Life Members

Life members are granted lifetime memberships as Volleyball BC Referees and do not pay fees to Volleyball BC.

### 2.3.5 Leave of Absence

Refer to the National Handbook.

### 2.3.6 Out of Province Transfers

Refer to the National Handbook.

### 2.3.7 Travel

Refer to the National Handbook.

### 2.3.8 Fee Schedule

The recommended fee schedule for all Volleyball BC events can be found on the Volleyball BC website.

### 2.3.9 Referee Uniform

The referee uniform for Canadian referees in domestic competitions consists of the following:

* Navy Volleyball Canada shirt – crested
* Navy Volleyball Canada pants – crested
* White socks and predominantly white shoes
* A Volleyball Canada Referee Crest that represents the level of certification of the referee

This uniform requirement is required for both the major and minor officials, with the exception that minor officials do not wear their Volleyball Canada crest.

The Canadian Referee uniform is mandatory for all Volleyball BC referees at all Volleyball BC and Volleyball Canada events.

2.7.5 General Referee Guidelines

1. Must be wearing the appropriate Volleyball Canada uniform.
2. Each referee should also have the following equipment:
3. Whistle
4. Current Rule Book and Refereeing Guidelines
5. Sanction Cards
6. Coin
7. Watch
8. Ball pump and pressure measuring device
9. Net measuring device
10. Must arrive at assigned venue at least ½ hour prior to start of assigned match and report to Head Referee.
11. Do not leave the gym until you have confirmed with the Head Referee that you are finished for the day.
12. Check the referees’ schedules (remember to check the schedule regularly during the day because there may be some changes made) and familiarize yourself with the tournament format and protocol/procedures.

### 2.3.10 Volleyball Canada Referee Crests

Description Level of Certification

Local / Junior Level I

Provincial Level II

 Regional Level III

National Level IV

International Level V

Referee crests can be obtained from Volleyball BC’s RDM, at cost to the referee.

### 2.3.11 Payment via Direct Deposit

All referees that work at Volleyball BC sanctioned events are required to submit an Electronic Funds Transfer Form (EFT Form) for direct deposit payments. Volleyball BC no longer pays contractors via cheques. These forms can be found on the Volleyball BC website and can be submitted to the Volleyball BC Referee Development Manager.

## 2.4 Code of Ethics for Referees

The Code of Ethics for Referees can be found in the current Volleyball Canada rule book. The Sexual Harassment Guidelines are available on the Volleyball BC web site. Additional requirements for Volleyball BC referees are as stated here.

### 2.4.1 Availability

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

### 2.4.2 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. The referee is there for the participants and not for themselves.

### 2.4.3 Regular Involvement

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

### 2.4.4 Behaviour

All referees are expected to act as fitting representatives of volleyball and of Volleyball BC and Volleyball Canada at all volleyball events on and off the court.

### 2.4.5 Sanctions

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

#### 2.4.5.1 Activities Leading to Possible Sanction

1. Behaviour unbefitting of or contravening the Code of Ethics for Referees;
2. Undercutting or over-billing referee payment scales, claiming for expenses not incurred;
3. Late arrival or failing to appear at scheduled matches without valid reason;
4. Displaying an incorrect certification level crest;
5. Improper VC uniform;
6. Failing to adhere to Volleyball BC/Volleyball Canada policy as outlined in the appropriate manuals;
7. Public criticism of other referees or match participants;
8. Betting on or otherwise publically speculating on the outcome of matches, whether assigned or not;;
9. Accepting assignments outside the proper allocation procedures; Being involved in activities contrary to good citizenship and covered by the Criminal Code of Canada;

#### 2.4.5.2 Possible Sanctions

1. Verbal reprimand
2. Written reprimand (no record)
3. Written reprimand held on the referee’s record
4. Suspension for a period of time
5. Fine
6. Suspension and fine
7. De-certification

#### 2.4.5.3 Imposition of Sanctions

General procedures for the disciplinary action, including imposition of sanctions, are outlined in the Volleyball Canada rulebook. After investigation of the facts, interviews and statements as appropriate, consultation with senior referees, the imposition of sanctions, as outlined above, shall be handled by the ZOC for sanctions a through c above and handled by the Volleyball BC Referee Committee for sanctions d through g.

Sanctions 1 and 2 shall be reported to the ROC when they involve senior referees or referees involved in major competitions. The ZOC, ROC, and Referee Executive Committee shall take into account any extenuating circumstances prior to the imposition of any sanctions.

#### 2.4.5.4 Right of Appeal

Any referee who is sanctioned under sections a to c may appeal to the Executive Committee of the Volleyball BC Referee Committee. Any referee who is sanctioned under sanction d to g may appeal to the Executive Director of Volleyball BC. The appeal must be made in writing to the ROC or Executive Director of Volleyball BC 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 of Volleyball BC, pending the outcome of the appeal.

The sanction(s) shall be suspended until the Volleyball BC Referee Executive 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 Appeal Panel 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 the by the Panel. If the appeal is successful, all costs borne by the appellant are reimbursed.

### 2.4.6 Screening Policy

In accordance with Volleyball BC’s Screening Policy, all referees are required to have a valid Criminal Record Check and Screening Disclosure Form completed in order to work at Volleyball BC events. This policy applies to all referees, representatives, and ROC who are 19 years or older. Criminal Record Checks last up to 5 years before renewal. A Screening Disclosure Form is to be submitted annually. This information is to be submitted to the RDM. The full screening policy can be found on Volleyball BC’s website.

## 2.5 Referee Excellence Awards

Volleyball BC and the Referees program annually recognizes referees for their outstanding work both on and off the court. Any registered Volleyball BC referee may nominate another referee for an Excellence Award. The nomination form needs to be completed according to the timeline set out by Volleyball BC.

### 2.5.1 Award Categories

1. Rookie Referee of the Year
2. Referee of the Year
3. Vale Savege Referee Development Award
4. Ed Neufeld Memorial Award
5. Volleyball BC Hall of Fame – Referee and/or Builder

### 2.5.2 Award Criteria

1. Active referee at their level, demonstrated excellence at that level, and respected by their peers and volleyball community;
2. Active in service as an administrator (except for Rookie category). For example, the nominee has been an assistant allocator or allocator, or has assisted in clinics or has been a clinician;
3. Displays energy, enthusiasm, a positive attitude as a referee and towards the Referee Program, and is a role model; and
4. Award-specific criteria, as per award descriptions.

## 2.6 Assignments

The ROC, Standing Subcommittee Representatives, ZOCs or ARs may appoint allocators who will develop assignments of referees to the various leagues and tournaments within their jurisdiction.

In allocating officials, allocators should adhere to this philosophy:

In assigning major and minor officials, allocators should mainly consider the best interests of the match participants and the long-term development of the officials, as well as the availability of officials. In determining the best interests of the participants, the allocator should take into account:

* The referee’s level of certification, years of experience, proficiency, and quality of recent performance;
* The calibre of both the teams and the event;
* The actual teams involved; and
* League- or event-specific policies for minimum certifications.

In determining the long-term development of the officials, the allocator should take into account:

* The referee’s recent levels of activity and preparation;
* The referee’s potential for development; and
* The referee’s contributions to the referee community, and the impact an allocation may have on those contributions.

It is important to note that it is only in very rare situations that one official is singularly appropriate for a given allocation. Allocators should understand that any member of a group of officials may be suitably allocated to a given match, so long as the members of that group meet the criteria specified above.

### 2.6.1 Allocator

The appointed Allocator should only use referees in good standing with VBC. An allocation and administrative fee may be charged to the league / school and paid to the allocator. Guidance on allocation and administrative fees is available from the ROC and RDM.

For guidance in allocation procedures and logistics, allocators should contact the ROC or RDM.

### 2.6.2 Head Referee

For some events, the allocator may assign a “Head Referee.” For a list of responsibilities, Head Referees should contact their ZOC or VBC’s RDM.

2.7.7 Specific Allocations: High School Provincial Championships

The Volleyball BC Referees Committee is responsible for allocations of some specific tournaments and leagues. These include High School Provincial Championships. The allocators for these events will be appointed by the ZOCs. The ROC should be contacted if additional referees are required. The choice of these additional referees must be approved by the ROC.

Specific arrangements made between the ROC and the tournament host will be communicated to the ZOC, the allocator and the travelling referees.

# 4. Beach Volleyball

The Beach Subcommittee is responsible for the development of assignment of Beach Volleyball Referees within the province of British Columbia. The mandate is as follows:

## 4.1 Mandate

The mandate of the Volleyball BC Beach Subcommittee is to oversee the development, implementation, and evaluation of the Beach Referees Development Plan for Volleyball BC. More specifically:

1. To develop a solid foundation for the continued stability and growth of the Referees’ Program; assuring that the growth of the referees base is consistent with the growth of the sport in the province
2. To recruit, develop and promote referees in all areas of the province at all levels
3. To ensure the long term retention of referees within the sport
4. To develop a strong talent identification procedure for all areas of the province to follow
5. To encourage and promote the certification and promotion of female referees throughout the province
6. To educate and train all participants in the sport including referees, coaches and players
7. To ensure sufficient quality and quantity of referees to successfully host major Provincial and National events

## 4.2 Beach Subcommittee Representative

On an annual basis, the Beach Subcommittee Representative will review the development for the Beach Referees Program with the ROC. This review will include checking the status of ongoing tasks, goals and strategic plans for the Beach Referees. This also includes monitoring the performance indicators that measure success or lack of success of beach referees’ development.

## 4.3 Registration and Membership

The volleyball year for beach referee’s registration will be from May 1 to April 30. May 1 of each year shall be the renewal date for referees’ registration.

## 4.4 Referees’ Uniforms

The beach referee uniform is determined by the Volleyball Canada Referee Committee. It consists of:

1. Volleyball Canada Beach Volleyball referee’s shirt
2. Plain, navy athletic shorts or walking shorts
3. Predominantly white shoes and white socks

## 4.5 Referees Guidelines

On an annual basis, the FIVB publishes a set of guidelines for beach referees which VC follows. This document is produced to help standardize the interpretation of the rules, the mechanics of the referees, and the game procedures used in matches. These are produced annually and help with standardization across Canada. The Beach Subcommittee Chair will make this information available to other referees. These guidelines are available for download from the FIVB website.

## 4.6 Complaint Procedure

The Beach Subcommittee Representative is responsible for dealing with complaints from players, organizers and coaches regarding the conduct of beach referees. If the complaint is of a serious enough nature or against the Representative, the complaint should be forwarded to the ROC or RDM.

Every effort should be made to handle the situation in an informal manner. If a satisfactory solution cannot be achieved, then the Representative must direct the parties involved to present both the complaint and the response in writing. If either, or both, of the parties are not satisfied with the response of the Representative, then the matter will be forwarded to the ROC. Should the ROC fail to resolve the matter to the satisfaction of the parties, then it shall be directed to the Executive Director of Volleyball BC.

## 4.7 Assignments and Allocations

Assignments to tournaments, events, and leagues are currently allocated by the Representative. However, an allocator may be used if the need arises.

### 4.7.1 Provincial Events

The ROC, RDM, the Volleyball BC Beach Subcommittee Representative and the Volleyball BC Adult and Youth program directors will determine the requirements for referees for each season by May. A budget for referees will be included.

### 4.7.2 Volleyball Canada Events

The National Championships and other VC-sponsored events (and FIVB events, when applicable) are open to registered Beach referees. Participation must be approved by the Volleyball BC Beach Referees Subcommittee Representative, the VC Beach Referees Committee and the NOC. The list is to be recommended by the ROC.

1. Travel – when required, a portion of travel (mileage, ferry, tolls) will be paid for by Volleyball BC or VC unless specific arrangements have been made between the Representative and the tournament host, in which case all travel will be covered.
2. Accommodations – when required for specific events (e.g., Vancouver Open), accommodations are the responsibility of the tournament host. For standard events, no allowance is made for accommodation. Accommodations are for out-of-town referees only.

# Appendix A: Zone Administration

The ZOC is responsible for:

* Representing their zone at the ZOC meetings as called by the ROC, and conveying the concerns and wishes of the referees of that zone.
* Voting on matters presented by the ROC in a manner to reflect the collective view of the referees of that zone.
* Communicating decisions, information, rules, interpretations, mechanics and other matters from the ROC back to the referees of their zone.
* With the support of the RDM and Standing Subcommittee Representatives, providing initial point of contact information or assistance on questions, situations or requests arising in their zones in regard to refereeing services, recruitment, retention and development.
* Developing or revising their annual objectives to service their zone, including prioritizing needs and initiatives, securing necessary resources and overseeing their implementation.
* Ensuring all referees in the zone are registered with Volleyball BC and have the proper uniform and equipment.
* Overseeing the recruitment of new referees, identification of up and coming referees, and continuous development of existing referees.
* Overseeing the financial aspects of the billing, collection and payment of refereeing services, and the management of the zone’s development funds.
* Reporting on progress to the ROC as requested.