

*ONTARIO VOLLEYBALL ASSOCIATION
BEACH REFEREES' HANDBOOK*

2019 – 2020



**ONTARIO VOLLEYBALL
ASSOCIATION**

www.ontarioVolleyball.org
(416) 426-7316 or 1-800-372-1568

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SECTION 1: ABOUT THE OVA

1.1 Introduction

The Beach Referees' Handbook is intended to be a living document, updated annually and posted on the OVA website to provide convenient access for all Ontario Beach Referees. The Beach Referees' Handbook is meant to be a reference guide to current procedures and a planning tool for all Beach Referees in the province. Each Beach Referee is encouraged to review the items outlined and provide feedback to the Beach Referees Chair and the Provincial Referees' Committee (POC); what is working well, what isn't working, new ideas to make improvements for Beach Referees and Beach Volleyball across the province. Let us not forget that Beach Referees are there not only to supervise and officiate the matches, but also to help make Beach Volleyball an enjoyable activity for the participants.

1.2 OVA Mission, Vision and Values

Our Mission

The OVA is an athlete-centred association where dedicated volunteers and professional staff together, provide leadership in the growth and development of Beach Volleyball for all Ontarians.

Our Vision

The OVA is a leading sport organization in Canada.

Beach Referees Vision

It provides the largest and most complete Beach Volleyball program in Canada and the OVA Summer Beach Tour has been recognized as one of the largest permanent Beach Volleyball programs in the world!

Our Organizational Values

ACCOUNTABLE: *by acting in a fiscally responsible and transparent manner with OVA funds, governance and operations promoting practices that contribute to safe sporting environments.*

EXCELLENCE: *by designing and delivering the best possible programs and services for all OVA stakeholders.*

COLLABORATIVE: *by respectfully working in partnership with key stakeholders locally, provincially and nationally including government, funding partners, clubs, national organizations, para organizations, volunteers, athletes, families, coaches, administrators, Referees, service providers, sponsors through ongoing feedback and input from stakeholders.*

INTENTIONAL: *by developing programs that are based on clear strategic objectives in order to achieve high quality meaningful and relevant desired outcomes.*

SUSTAINABLE: *by building organizational capacity, partnerships, innovative funding, sharing and economizing of resources to achieve the strategic objectives and sport mandate.*

INTEGRITY & RESPECT: *by interacting with all our stakeholders by fostering trust in all our relationships as consistently demonstrated by our actions and promoting inclusivity for all Ontarians in fair manner.*

1.3 OVA Beach Referees Mission Statement

The mission statement of the OVA Referees is:

- To set the standard in the “*Art of Refereeing*” for Beach Volleyball in the province and the Country.
- To be a fully self-sufficient body working with the OVA for the betterment of all Beach Volleyball Referees within the province of Ontario.
- To promote equality amongst all Beach Referees through a standardized set of guidelines.
- To recruit, retain and promote qualified Beach Volleyball Referees.
- To promote the development of female Beach Volleyball Referees within the sport of Beach Volleyball.

SECTION 2: REFEREES ORGANIZATION STRUCTURE

2.1 Provincial Referees Committee

The Provincial Referees' Committee is a twelve (12) person body made up of four equal positions, six elected Regional Referees' Chairs and an elected Beach Referees Chair. The chair of the Provincial Referees' Committee is an elected individual, who then appoints three (3) co-chairs to form the Provincial Referees Committee. The Provincial Referees' Committee is divided into three sub-committees, each of which is chaired by one of the below named individuals. The current Provincial Referees' Committee members are:

Ontario Regional Referees Chair (ORRC)

Andrew Cameron - ORRC@ontarioVolleyball.org

Operations Chair

TBD - RefereesOperations@ontarioVolleyball.org

Programs Chair

Martin Kerstens - RefereesPrograms@ontarioVolleyball.org

Quality Assurance Chair

Bob Rocque - RefereesQualityAssurance@ontarioVolleyball.org

The purpose and function of the Provincial Referees' Committee is to work with OVA to support the development and promotion of Volleyball in Ontario. Its mandate also includes:

- To provide leadership for indoor and Beach Referees in Ontario.
- To be the voice that represents the needs of all Volleyball Referees in Ontario.
- To implement consistent operational guidelines and policies for Referee operations, program development and financial practices.
- To ensure that policies are clear, transparent and accessible.
- To establish consistent procedures and common goals for both Indoor and Beach Referees development.
- To adopt and sustain a quality assurance program.
- To promote gender equity.

2.2 Regional Referees' Chairs

The province is divided into six regions and each region has one Referee who is appointed as the Regional Referees' Chair (RRC) by the region's executive. The RRC's share the Referees program's administrative workload so that no one person is overburdened. The current RRC's are:

Region 1: Al Tkachuk (West)
region1RRC@ontarioVolleyball.org

Tony Curciarello (East)
region1eastRRC@ontarioVolleyball.org

Region 2: Brian Rancourt
region2RRC@ontarioVolleyball.org

Region 3: Trevor Lall
region3RRC@ontarioVolleyball.org

Region 4: Lynn Watkins

Region 5: Andrew Robb

region4RRC@ontarioVolleyball.org

region5RRC@ontarioVolleyball.org

Region 6: Erick Mompont
region6RRC@ontarioVolleyball.org

Beach Referees Chair: John Gillis
BeachRRC@ontarioVolleyball.org

The ORRC and the RRC's meet semi-annually (spring and fall) to discuss common issues and to ensure that Referees and others are uniformly informed of such things as protocols, rule interpretations, procedures, etc.

2.3 OVA Executive Liaison

An OVA executive member (President, Vice-President, or Secretary-Treasurer) sits on the Referees' Committee and serves as the liaison between all Referees and the OVA Board of Directors.

The current OVA Executive Liaison is: **Blair Mackintosh** (President@ontarioVolleyball.org).

2.4 OVA Staff Liaison

The OVA's professional staff works with the Referees' Committee in assisting with the maintenance of the budget, communications, online assigning software management, setting up online registration for Referees courses, etc. The current OVA staff member responsible for Referees is:

Kelvin Cheng
(p) 416-426-7233
1-800-372-1568
(f) 416-426-7109

Referees@ontarioVolleyball.org or kcheng@ontarioVolleyball.org

2.5 POC Meeting Structure & Protocol

2.5.1 Frequency

The POC Referee committee is to meet at least once per season to conduct the business of the OVA Referee committee, and the meeting is to be face to face. The kick off meeting for indoor and the summary meeting for Beach takes place each September. There will be an additional POC Committee meeting in May each season which will correspond with the kickoff of the Beach season. This second meeting may be face to face or in the form of a conference call.

2.5.2 Meeting Dates and Location

The Ontario Regional Referees Chair (ORRC), in consultation with the POC Referee Committee, is to set the date and location of the RRC meeting. The ORRC is to send out a notice of the meeting to all participants a minimum of four (4) weeks prior to the meeting.

2.5.3 Agenda and Reports

The ORRC and the OVA office liaison are to prepare an agenda for the RRC meeting. The agenda is to be distributed to the participants via email prior to the meeting. The ORRC, RRCs and standing committee chairs are requested to provide written reports to be included in the agenda. Additions to the agenda may be made at the start of the meeting; this includes items for discussion tabled from any OVA Referee through their respective RRC and/or BOC.

2.5.4 Rules of Order

Unless otherwise stated, the business of the RRC meeting will be conducted according to normally accepted rules of order (i.e. Robert's Rules of Order). The ORRC presides over the meeting as chairperson.

2.5.5 Voting

Voting at the RRC meeting will be based on one vote for each RRC and BOC and standing committee chair. Voting may only be done by those in attendance and there must be a quorum (50% plus one in attendance). There will be no proxy votes. Motions tabled will be decided by a simple majority. It will be customary (but not mandatory) for the ORRC to vote only in the event of a tie.

2.5.6 Motions

All motions approved at the RRC meeting that only affect Ontario indoor and/or Beach Referees are in effect immediately and need no further ratification. Motions approved at the RRC 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 POC and must be ratified by the affected party.

2.5.7 Meeting Minutes

Minutes of the RRC meeting are to be taken and kept on file at the OVA office. These minutes are to be distributed to all RRC committee members and will be posted on the OVA website.

2.6 Beach Kickoff Meeting

Each May, preferably prior to the first OVA Beach tournament, it is expected that the Beach Referees Chair (BOC) will hold a Beach Referees kickoff meeting.

The purposes of this meeting is to:

- Welcome all Beach Referees back for another season.
- Allow new Referees to meet the Beach Assignor, Mentors and other Beach Referees in the province. All Beach Referees are encouraged to attend. However, it is recognized that travel distance for some Beach Referees will make it impractical to attend. The minutes of all such meetings will be posted on the OVA website for all to review.
- To review any rule changes or interpretations for the upcoming season.
- Answer questions from all Beach Referees.
- To obtain their rulebook for the current season (if they are already registered members), if they do not currently have an FIVB 4-year rulebook.
- Allow for information to be given out to any Beach Referee interested in upgrading over the course of the Beach season.

SECTION 3: ADMINISTRATIVE POSITION JOB DESCRIPTIONS

Each of the following positions should not be limited to the job description.

3.1 Ontario Regional Referees' Committee Chair (ORRC)

3.1.1 Nomination and Election

The ORRC is elected every two years, in odd numbered years, by the six (6) Regional Referees' Chairs and the one (1) Beach Referees' Chair. Nominations for ORRC must be received by May 31st of the election year. The election by the current six (6) RRCs and one (1) BRC is to take place by June 15th, so that the OVA Board of Directors may ratify the selection of the new ORRC. The new ORRC will take office as of September 1st. If a current RRC is running for the ORRC position, they can vote in the election. If that individual wins the election, they would appoint a replacement RRC for their Region until the next RRC election.

In the case of a tie, there will be a re-vote by the RRC's for the tied nominees.

A soft copy of the call for nominations and the job description will be sent to all referees. The job description will also be posted on the OVA website.

3.1.2 Qualifications of the ORRC

- A national ranking (or higher) is recommended but not mandatory (looking for managerial skills).
- Must have good organizational skills.
- Strong understanding of the Ontario Referees programs.
- Understands the issues facing Referees in each region and on the Beach.
- Must have a minimum of five (5) years' experience involved with Volleyball in Ontario.

3.1.3 Responsibilities of the ORRC

- Province-wide and long-term planning for the Referees program.
- Responsible for the Referees' development budgets.
- Act as a strong link for communications to all regions of the province.
- Liaison with Volleyball Canada and the National Referees Program.
- Representative for all Ontario Referees.
- Attend OVA Board of Directors and Volleyball Canada RRC's meetings.
- Appointing three co-chairs to form the Provincial Referees' Committee.

3.2 Provincial Referees' Committee

3.2.1 Operations Chair

The role of the Operations Chair is to define, implement and maintain sound operational procedures and recommend policies to Board of Directors to support the development of Indoor, Beach and Sitting Volleyball Referees in Ontario.

Responsibilities of the Operations Chair

- To develop, implement and enforce consistent financial policies and practices.
- To achieve self-sufficiency regarding financial and human resources.

- To ensure that all indoor and Beach Referees have access to the most currently available rules, interpretation and match protocol as determined by VC, OVA, OUA, OCAA, OFSAA, CIS, CCAA, FIVB and any others serviced by Referees.
- To develop and communicate a procedure regarding disciplinary policies and implementation of appropriate sanctions.
- To develop and implement a communication process that informs Referees of points of interest on a monthly basis for indoors and Beach Volleyball.
- To ensure that other jurisdictions view the Ontario model for the basis of provincial and territorial Referee committees.
- That a fair and consistent fee structure is developed in coordination with affiliate groups.
- To ensure the online assigning software is the best fit for the OVA Referees program and that all needs are met by parties involved with using the system

This position is currently vacant - Operations@ontarioVolleyball.org

3.2.2 Program Chair

The role of the Program Chair is to promote the development of indoor and Beach Volleyball Referees throughout Ontario.

Responsibilities of the Program Chair

- Recruitment and certification of new Referees.
- Upgrading and promotion of current Referees.
- Ongoing evaluations of current Referees to ensure correct procedures are in place.
- Retention of Referees.
- Nominating in conjunction with the Chair, a Head Clinician, a National Upgrade Chair, and a Regional Upgrade Chair.

The current Program Chair is Martin Kerstens, RefereesPrograms@ontarioVolleyball.org

3.2.3 Head Clinician

The Head Clinician is appointed by the ORRC and is responsible for:

- Arranging and conducting Clinicians' clinics as requested by each region.
- Training Clinicians.
- Assembling clinic manuals from the VC promotions program.
- Ensuring clinic structure and format are standardized and publicized provincially.

The current Head Clinician is: Martin Kerstens, RefereesPrograms@ontarioVolleyball.org

3.2.4 Quality Assurance Chair

The role of the Quality Assurance Chair is to provide a high-quality level of Refereeing service to the Indoor and Beach Volleyball communities in Ontario.

Responsibilities of the Quality Assurance Chair:

- To ensure that the overall quality of Refereeing is improved and consistent.
- To develop and ensure implementation of a process to monitor, evaluate and make recommendations in programs and service delivery.
- To develop, circulate and analyze surveys (internal and external) to determine the level of, and increase the satisfaction with Refereeing services.
- To ensure that a response to inquiries is provided on a timely basis.

- To ensure that year over year there is a reduction in the number of complaints.
- To develop a process to promote a consistency in assigning.
- To ensure that assignments are distributed in a timely fashion.
- To ensure that assigned Referees fulfill requirements and commitments.
- To review that the Referees assigned are commensurate with the type of competition. (i.e. finals).
- To increase the number of evaluators.

The current Quality Assurance Chair is: Bob Rocque,
RefereesQualityAssurance@ontarioVolleyball.org

3.2.5 Beach Referees' Chair (BRC)

The Beach Referees' Chair is responsible for the organization and development of Refereeing programs as well as the management and distribution of Refereeing updates/protocols/assignments for Beach Volleyball within Ontario. The Beach Referees' Chair serves as a member of the Provincial Referees' Committee.

i. Responsibilities of the BRC:

- Plan, co-ordinate and direct (along with the POC and National Beach Referees Chair) the long-term direction of the Beach Referees' program.
- Establish a working relationship with Beach Referees within the province.
- Keep an up-to-date list of Beach Referees within the province.
- Provide a reference to other provincial BOC's for any Ontario Beach Referee moving to another province.
- Welcome and introduce Beach Referees from other Provinces/countries moving into Ontario.
- Ensure yearly registration of Beach Referees within the province.
- Ensure non-registered Beach Referees are listed as inactive (see Leave of Absence).
- Ensure critical positions in the province are filled (i.e. assignors, Clinicians, etc.) and maintain close working relations with these individuals. This task may involve recruiting a number of assistants (minimum three consecutive years of Beach Refereeing in Ontario) to help with the work within the Referees' program.
- Provide administrative assistance/support to the Beach Assignor, Clinicians, etc.
- Arrange an annual clinic for new Local Referees at the beginning of the Beach season and any others as deemed appropriate by OVA. Define goals for all clinics to be given in the province and ensure clinics at various levels are held where needed and as resources permit.
- Summarize clinic results and other activities (number of new Referees by level, number of clinics, number of tournaments, number of leagues, etc.) and report this information at the RRC's fall meeting.
- Encourage and recruit new Beach Referees and assist with upgrading current Beach Referees.
- Seek opportunities for top Beach Referees from the province to travel elsewhere in order to increase their exposure and experience.
- Develop a recruiting strategy with the OVA Beach Manager to bring new Beach Referees into the program.
- Assist in the creation and maintenance of communication networks within Ontario to facilitate the dissemination and gathering of information with

- respect to Beach Refereeing matters.
- Act as an ambassador for the Ontario Volleyball Association in the province at all times.
- Serve as a mentor for younger/developing Beach Referees in the province.
- Make recommendations to the POC for any possible improvements to the OVA Beach Refereeing program.

The current Beach Referees' Chair is: John Gillis, BRC@ontarioVolleyball.org

ii. Election of the BRC

Elections for the BRC are to be conducted in even numbered years and the position is for a 2-year term starting September 1st.

Nominations for the BRC must be received by May 31st of the election year. The election year will be held on opposite years to the election of the Chair of the Referees Committee. The election is to take place by June 15th, so that the Board of Directors may ratify the selection of the new BRC at the June Board of Directors meeting. The new BOC will take office as of September 1st. All Beach Referees who were registered with the OVA during the previous Beach season are eligible to vote for the new BRC.

The OVA coordinator will call for nominations for the position of BRC and will verify that all candidates are OVA members, Level 2 or higher, have officiated continuously in the OVA Beach program for 5 or more years and that they accept their nomination. The job description will be posted on the OVA website. A soft copy of the call for nominations and the job description will be sent to all Beach Referees. In addition, the incumbent BRC along with the Provincial Referees Committee has the ability to recruit suitable candidates, should none be nominated. In the event of a tie, the incumbent nominee shall be declared BRC. If the election does not include an incumbent nominee and results in a tie, a re-vote will be held.

SECTION 4: BEACH REFEREE ASSIGNING POLICIES AND GUIDELINES

4.1 Qualifications of an Assignor

- Commitment to administer assignments in a manner which is fair to both Beach Referees and tournament organizers, including the OVA.
- Current member in good standing of the Ontario Volleyball Association.
- Current working knowledge of the game.
- Knowledge of Beach Referees and their skill level.
- Ability to effectively communicate with Beach Referees and tournament organizers.
- Ability to organize and assign Beach Referees in a timely manner.

4.2 Function of an Assignor

To assign Beach Referees to OVA sanctioned Beach Volleyball tournaments throughout the province, as directed by these established guidelines.

4.3 Appointment of an Assignor

The OVA Beach Programs Manager along with the BRC and anyone else as chosen by the OVA Beach Programs Manager will select all Beach Referee assignors, through an application process. The Beach Assignor's contract will be for one year and may be renewed unlimited number of times.

4.4 Duties of an Assignor

- Select and assign Beach Referees to tournaments within Ontario
- Assign OVA certified and qualified Beach Referees to tournaments appropriate to the skill level and experience of each Beach Referee.
- Follow all guidelines established by the OVA sanctioned tournaments which require a specific certification level and experience of Beach Referee for their tournaments.
- Request that all schedules and Referee registration forms be provided in a timely manner.
- Provide effective means of communication allowing messages to be received during non-business hours.
- Promptly notify all parties of any changes or cancellations of assignments.
- Compile accurate and timely assignment pay forms for billing and payment purposes to ensure Beach Referees are paid twice; in the middle of the Beach season and following the end of the Beach season.
- Request assessments and evaluations of Beach Referees, as required.
- Liaise with the Beach Referees Chair to provide assignments for Beach Referees requiring upgrade evaluations.
- Assess fines to Beach Referees for attendance or uniform violations.
- Ensure all reports of misconduct and/or inadequate facility/equipment issues are reported to the Beach Referees Chair and the OVA Beach Program Manager.
- Appoint, if necessary, an event Head Referee and Mentor Referee.

4.5 Guidelines for Assignors

- Consider the Beach Referee's rating, availability and geographic location when determining assignments.
- Provide the best Refereeing services possible to all tournaments regardless of their location or skill level.
- Only assign Beach Referees who are registered members of the OVA, and who have complied with the OVA Screening Policy including submission of a police record and vulnerable sector screening check (once every three years) and a signed OVA Screening Disclosure Form (annually).

- Maintain an open line of communication with all Beach Referees to encourage a spirit of cooperation and an effective learning environment.
- Seek Beach Referees from other provinces and regions, with the approval of the Beach Referees Chair, and when prior arrangements for reimbursement of travel expenses has been established.
- Create the working schedule for the tournament alongside head Referee.
- Prepare invoices and send to the BOC for approval for OVA tournaments.
- Enter assignments into Arbiter online assigning system and ensure mileage and other expenses are entered correctly.

4.6 Event Head Referee

The Head Referee's duties include, but are not limited to the following:

- The Head Referee should be prepared to deal with any Beach Referees working at the event who display inappropriate conduct (i.e. late arrival, improper uniform, etc.). The Head Referee should speak to the Referee at fault and/or notify the assignor or the BRC and OVA office of any misconduct sanctions to be applied.
- Conduct a Referees' meeting prior to the beginning of the event (for major tournaments) to clarify specific calls (e.g. facility, interpretations, caliber of play, etc.).
- For tournaments, ensure that Beach Referees are assigned to matches commensurate with their experience and ability as determined by personal observation and liaison with the Mentor Referee assigned to the tournament.
- The Head Referee and the Mentor Referee for the event are to provide written feedback to the BRC on the performance of the Referees working. This feedback is to be constructive in nature and designed to ensure quality and consistency of Refereeing throughout the province.
- The Head Referee will also act as a jury member should there be a protest during the event.
- Deliver a detailed report to the BRC, Beach Program Manager and Beach Assignor of the tournament. Any unusual event/protests that may have occurred. Report would also include any reports of conduct issues from Referees, coaches, players or spectators. This report must be presented to the BRC, Beach Program Manager and Assignor NO later than two days after the event.

SECTION 5: REGISTRATION

In late April, the Ontario Volleyball Association will send a reminder to each Beach Referee who has registered the previous year, to register through the National Registration System (NRS) for the upcoming Beach season if they have not already done so. Registration for the upcoming season opens on September 1st annually.

Volleyball Canada Beach Referees (National, and International levels) must register with the OVA in early September. This allows the office staff sufficient time to submit the B-1 Form to Volleyball Canada (registered senior Referees).

All OVA Referees must register with the OVA in order to maintain their rated level.

5.1 Why Register?

In order to be assigned to OVA tournaments, annual registration with the OVA is mandatory. Working a tournament while NOT registered is deemed to be improper conduct and anyone who does so will be subject to sanction. When you register with the OVA, you maintain your certification level and are covered by the OVA insurance – which you need to have to work OVA sanctioned events. If you fail to register, you can lose the rating that you have worked so hard to achieve and are not covered by the OVA insurance for OVA sanctioned events.

5.2 Membership Fees

Registration fees are due at the beginning of September of each year. You will be included on the OVA mailing list. Membership fees for the current season are as follows:

Badge Type	OVA Membership	HST	VC Membership*	VC Surcharge	Total
Beach Local Referee	\$ 47.00	\$ 6.11	\$ 29.00	\$ 20.00	\$ 102.11
Beach Provincial Referee	\$ 47.00	\$ 6.11	\$ 29.00	\$ 30.00	\$ 112.11
Beach National Referee	\$ 47.00	\$ 6.11	\$ 29.00	\$ 40.00	\$ 122.11
Beach International Referee	\$ 47.00	\$ 6.11	\$ 29.00	\$ 50.00	\$ 132.11

NOTES: If a Referee wishes to register in more than one category, he/she will pay the higher of the two fees. For example, if he/she registers as a Beach Local Referee, he/she will pay \$102.11. If he/she registers as a coach (\$82.11) first and then wishes to register as a Beach Local Referee, they will pay the difference (\$20.00).

All Referees must be a currently carded Referee to register with the OVA.

*Volleyball Canada membership fees are increasing \$1 every year, until 2019/2020.

5.3 Certification from Out of Province

Those who move to Ontario and have earned a certification level from another jurisdiction must supply the following to be considered for certification by the OVA.

- Proof of certification (i.e. registration credential(s) and letter of good standing) from the place of origin for the current year.
- If from within Canada, the BRC, or delegate must evaluate Local and Provincial Beach Referees, to ensure skills are appropriate for the registered level. Once the evaluation is successfully completed and the Referee registers with the OVA, the certification will be acknowledged.
- If from within Canada, National and International Beach Referees do not need to be evaluated as they are certified on the National level. The Beach Referee is only required to register with the OVA.
- If from outside Canada, the BOC (or appropriate senior Referee) must evaluate the Referee in order to determine the appropriate certification level. The Beach Referee then registers with the OVA (and possibly Volleyball Canada) in order to be certified.

Normally the Beach Referee is not considered to be certified until the above processes have been completed. The responsibility for certification rests with the out-of-province Beach Referee. The Beach Referee should not be assigned any matches without supervision and successful completion of a police vulnerable sector check and OVA Screening Disclosure Form.

5.4 Referees Working Outside of Ontario

Those Referees who desire to work as a Beach Referee or Referee supervisor at an event held outside Ontario must be recommended by the BRC and obtain permission from the Referees' Committee Chair prior to accepting such an assignment. The Beach Referee must be currently registered and in good standing with Ontario Volleyball, and must submit a written request for permission to attend to their BRC. The request must provide the Referee's current level, a recent evaluation and recent level of experience, and must also include the date, location and name of the host/assignor for the event in question. This request is then forwarded to the ORRC with the BRC's recommendation for granting or denying the request. Once permission has been granted, the ORRC forwards written notice of the permission to attend to the event host's Referees' chair, copying the Ontario BRC and the Beach Referee. No exceptions to this process will be allowed without the prior consent of the ORRC.

5.5 Leave of Absence

Beach Referees who request a formal leave of absence may be on leave for up to one (1) year with no loss of certification level. Continued leave requires a letter to the BRC outlining the Volleyball activities the requester has been involved in, to ensure that the Beach Referee is current with the sport. Normally, registration is still expected but can be with the association where the requester resides (i.e. on a one-year trip to Japan, the requester registers with either the Japan Volleyball Association or the OVA).

Beach Referees who have not paid registration fees to OVA for one (1) year or more and have not requested a leave of absence will not be considered as certified and must successfully attend an appropriate clinic and pay the appropriate fees in order to regain their rating.

5.6 Insurance Coverage

Beach Referees are only covered by the OVA's liability insurance when providing a service to OVA sanctioned tournaments and only after they have fully registered with the OVA, paid their membership fees and have submitted their police record check/vulnerable sector screening and the OVA's Screening Disclosure form.

Referees working events that are not sanctioned by the OVA, do not have OVA insurance coverage for those events. Beach Referees working non-OVA events must verify insurance coverage by another

association and assume their own risk for working non-OVA events and shall hold harmless the OVA for any injury occurred at non-OVA tournaments, matches, leagues or events.

SECTION 6: CLINICS

6.1 Local Beach Referee Clinics

Once a year a clinic for new Local Beach Referees is *normally* held in conjunction with one of the first OVA Beach Tour weekends in Toronto. The first day is spent in a classroom environment where candidates are taught the rules of Beach Volleyball and how to interpret and apply them. All candidates write an exam at the end of the first day. Candidates who pass the exam are invited to participate in the practical evaluations the following day at the OVA Beach Tour event. The OVA is responsible for payment of the Clinician's fees, in lieu of having to pay Beach Referees' Tournament fees during the practical evaluations of new Local Beach Referees. Any profits are to be forwarded to the Beach Referees' Development Fund and can be used to cover expenses for upgrading existing Referees.

Any requests for additional Beach Referees' clinics must be made through and approved by the OVA Beach Program Manager and BOC. On approval, the BRC will either conduct the clinic or forward the clinic package request to the appropriate OVA staff member. The clinic package is then sent to the Beach Referee Clinician by the OVA office.

All candidates must register and submit payment for their clinics using the OVA online registration system. Clinicians should not submit expense claims to the OVA office for a clinic that loses money. These claims will not be paid unless they have been approved by the Beach Program Manager and BRC prior to the clinic. "Clinic Report Forms" must be completed and returned with the candidates' registrations to the OVA office within two weeks of the completion of the clinic. Beach Referee's Development funds will not cover clinic costs without prior approval by the BOC.

6.2 Clinicians' Rates

Local clinic rates are based on one full day or two 4-hour sessions of theory and one full day of practical evaluation. These are flat-fee rates.

First Clinician full day	\$175.00 per day
Additional Evaluators	\$150.00 per day (Or the equivalent daily pay of a Beach Mentor Referee)

6.3 Beach Referees' Clinics – Other

The OVA staff has an outline of Beach clinic structures and prices. Level I (Local) and Level II (Provincial) clinic packages are available from the OVA office. These packages are the same ones used by all other provinces for their Level I and Level II programs. The exams should be kept secure and should never be left with candidates in an unsupervised environment. All exam materials will be collected and disposed of by the Beach Clinician following their intended use. All exams and extra materials are to be retained by the Beach Clinician, BRC or returned to the OVA office along with evaluation forms and clinic reports within two (2) weeks of the completion of the clinic.

As well, be sure to inform the candidates of names, addresses and phone numbers of the Beach contact people (i.e. BRC, Assignor, OVA Beach Program Manager).

The Beach Clinician organizes the theory and practical evaluation of the clinic. The candidates are charged fees in order to meet the clinic costs (i.e. clinic materials, registration, etc.). The clinic is usually completed in one weekend. If the Clinician is willing to waive his/her fees, then there is no need to charge a clinic fee to the candidates.

Local Beach Referees who are interested in upgrading to the Provincial badge level can sign up in

the [National Registration System \(NRS\)](#) to be evaluated to enter the upgrade program. In order to qualify for entry into the Provincial Upgrade Program, Local Referees must be formally evaluated by 3 senior National or International Referees who must unanimously agree the candidate is ready for the upgrade.

For more information, please contact the OVA's Referees Coordinator, Kelvin Cheng at kcheng@ontarioVolleyball.org or the Beach Referees Chair at brc@ontarioVolleyball.org.

SECTION 7: BEACH REFEREES' DEVELOPMENT FUND & PAYMENT RATES

7.1 Beach Referees' Development Fund

The goal of the Beach Referees' Development Fund is to help the ORRC and BRC fund the various programs for the development, training and promotion of Ontario Beach Volleyball Referees. The fund is to be used only for Referees' programs and activities that have been recommended by the BRC and approved by the ORRC. Some of the programs and functions, but not exclusively, that the fund will help develop are:

- The National and International upgrades of Ontario Beach Referees.
- Travel of Ontario Beach Referees to provincial and national tournaments both in and out of province.
- Payment of honorariums to assignors, evaluators, head Referees for tournaments.
- Holding Beach Referees' development tournaments and/or seminars.
- Training head Referees.
- Training supervisors.

As the funds of the Beach Referees' Development Fund are from the remuneration of Ontario Beach Referees, this fund is to be considered everlasting and will carry over into future fiscal years (i.e. the funds remain in the fund at the end of each fiscal year to be used in future years for Beach Referees' development).

OVA/All Other Events: 5% of match fee will go to Beach Referees' Development Fund

7.2 Match Fee Schedule

OVA BEACH TOURNAMENTS (OVA TOUR OR SATELLITE EVENTS)

	<u>Match Referee(s) Daily Honorarium</u>	<u>Match Rate (Daily)</u>
Daily Rate	\$142.50	\$150.00
Elite Qualifier, Semi or Final Match	\$9.50	\$10.00
Mentor Daily Rate	\$142.50	\$150.00

Note: Difference between match rate and honorarium rate goes to the Provincial Beach Referees' Development Fund.

Referees that arrive on-site for a cancelled tournament will receive a half-day's pay minus 5% plus travel expenses as per OVA policy and practice.

7.3 Standard Beach Assigning Fees

5% total Referees' match fees for each season.

NOTE: Beach assignor expenses are to be covered by the assigning fee. Only in extreme circumstances should the event be charged expenses over and above those covered by the Beach assignor's fee. Assigning for non-OVA events (i.e. VC events such as Downsview assignments) will NOT be paid for by OVA. If additional expenses are to be incurred, there must be prior approval from the BRC and the OVA Beach Program Manager. The Beach Program Manager and the assignor must complete the form "Referees Requirement Extra Billing Form" indicating additional expenses for the event.

All invoices are to be submitted through Arbiter online assigning system.

7.4 Fines and Penalties

LATE FEES: 10% of Tournament Fee
NO SHOW: 100% of Tournament Fee

IMPROPER UNIFORM: 1st Offence – Verbal Warning
2nd Offence – Written Warning
3rd and further Offences – 25% of Tournament fee

Note: All levels of Referees are expected to be in the Beach Referees' uniform. Please check with the BRC or the OVA Beach Assignor for details on what the uniform is and where it can be purchased.

7.5 Centralized Billing

To ensure consistency and efficiency, all OVA sanctioned Beach tournaments will be centrally billed through the Arbiter Sports online assigning program. There is an onus on the Beach assignor to ensure that he/she submits all Beach Referees' assignments to the OVA office in a timely manner to ensure that Referees are paid on time. Referees will be paid twice per Beach season; for work completed by June 30th and mid-August following the last Beach tournaments of the season. Payment for Winter Beach Tournaments will be in conjunction with payments for indoor Volleyball assignments.

WORKFLOW FOR ASSIGNING AND CENTRALIZED BILLING:

Pay Run 4: May 15 – June 30

All matches entered and approved in Arbiter by July 7
Pay cheques mailed by July 14

Pay Run 5: July 1 – August 31

All matches entered and approved in Arbiter by September 7
Pay cheques mailed by September 14

7.6 Beach Travel Expenses and Per Diems

7.6.1 Travel Rates

All individuals traveling to assigned OVA business, **where an honorarium or wage is earned**, will receive travel reimbursement of \$0.28/km after the first 50 km traveled round-trip (meaning at 51 km they are reimbursed for 1 km, at 52 km they are reimbursed for 2 km, etc.).

All individuals traveling to assigned OVA business, **strictly as volunteers**, will receive \$0.43/km for all kms traveled. Anyone who is assigned to attend a meeting, where there is no wage for their service, will receive \$0.43/km for all km traveled. This shall be from primary residence (unless otherwise agreed to, in advance) to the primary 'workplace'.

Furthermore, extensive travel due to the upgrading, evaluation or mentoring of Referees shall be the responsibility of the ODF and not the host of the tournament.

This policy will apply to all OVA assigned business - including all OVA sanctioned tournaments,

7.6.2 Per Diem Rates

Any Beach Referee whose assignment requires an overnight stay in a city or town away from their home for a tournament or any other approved event, may receive a per diem (meal

allowance) of \$40.00 per day. In addition, hotel accommodation may be provided if a Beach Referee must travel more than 100 km one way to attend the tournament or event. If the host provides shelter (i.e. billet or covers the cost of lodging) and some hospitality, the overnight stay **per diem** will not be paid.

Any per diem and/or hotel expenses should be approved prior to the event by the Beach Assignor and/or BRC and by the OVA Beach Program Manager to ensure there are no surprises for anyone concerned. Unless previously approved, Beach Referees traveling to any OVA sanctioned event (including but not limited to Ontario Championship tournaments) should expect to only have travel expenses covered as per section 7.6.1 above.

Beach Referees are not paid a per diem (meal allowance) while Refereeing at tournaments that do not require an overnight stay. It is not reasonable that a Referee working a full day at a tournament at a location near to his/her home be paid these expenses in addition to their match/tournament rates. No exceptions will be allowed unless prior approval has been granted by the OVA.

Parking fees will be covered in circumstances where there is no reasonable free alternative available (such as but not limited to Beaches like Grand Bend and Port Stanley). Receipts for parking must be submitted to the Beach Assignor within 2 days of the tournament.

7.7 Ontario Championships

Assigning Ontario Championships will be treated like any other Beach tournament with sufficient Beach Referees assigned to cover all anticipated duties including mentoring and evaluations. Standard OVA tournament rates will be paid and any travel expenses will be subject to the rules set out in Section 7.6.

The tournament Mentor Referee should be a different individual than the Head Referee. The Mentor Referee should be working in conjunction with the Head Referee to ensure all matches are covered while still providing mentorship feedback to as many Beach Referees as possible during the day. However, under extenuating circumstances, the Mentor Referee may need to work as a Beach Referee and the Head Referee may provide some formal mentorship during the day.

7.7.1 Head Referee

The OVA Beach Assignor will appoint one head Referee for all tournaments including Ontario Championships.

Head Referee requirements are:

- Senior level Referee (Provincial designation with 5 years or more experience as a Provincial Beach Referee or higher, National designation preferred)
- Preference should be given to Beach Referees who have received Volleyball Canada's Referee supervisor training.

Responsibilities are to include, but not limited to:

- Supervise all Beach Referees for the event
- Serve on the tournament protest committee
- Lead the Referees meeting at the event
- Assist with evaluating Referees at the event
- Delegate a Beach Referee to conduct the players' meeting in the morning
- Submit a Head Referees' Report to OVA, BRC and Beach Assignor by Tuesday following the tournament

7.7.2. Mentor Referee

The OVA Beach Assignor will appoint a Mentor Referee for all major Beach tournaments (i.e. Ashbridges, Cobourg, North Bay)

Responsibilities are to include, but not limited to:

- Mentor as many as possible working Beach Referees at the tournament.
- Provide verbal feedback to working Beach Referees through informal and formal evaluations.
- Submit copies (electronic where possible) of all evaluations performed, to the BRC and Beach Assignor within two days following the tournament. Mentor Referees will not be paid for any tournament until they have submitted all evaluations completed at the tournament where they did the evaluations.
- Provide written feedback to the Beach Referee, OVA Assignor, BRC and in the case of a Beach Referee candidate enrolled in an upgrade program, to the senior Beach Referee who has agreed to act as a mentor to the upgrade candidate.
- Scout for potential upgrade candidates.
- Assist with protests, if required.

SECTION 8: PROMOTIONS PROGRAM

8.1 Canadian Referees Promotion Program

LEVEL	RECOMMENDATION REQUIRED BY	CLINICIAN	FEE (+HST)
International	National Chair	Volleyball Canada	TBD
National	<i>BRC, 4 National Beach Referees and the VC National Referees' Chair or his/her delegate must each complete a formal evaluation of national upgrade candidates.</i>	<i>All 4 National Referees, BRC and VC National Referee's Chair or his/her delegate must agree applicant is ready to be accepted into the National Upgrade Program.</i>	TBD
Provincial	<i>BRC or his/her delegate and 3 International and/or National Beach Referees must each complete a formal evaluation of provincial upgrade candidates</i>	<i>At least one International and 2 National Referees and BRC or his/her delegate must agree applicant is ready to be accepted into the Provincial Upgrade Program.</i>	\$85.00
Local	<i>BRC and/or Clinician</i>	<i>Beach Clinician/Delegate</i>	\$TBD

8.2 Volleyball Canada Promotions

Candidates in a Volleyball Canada promotions program are expected to cover most of their own travel expenses. The Beach Referees' budget (PRC and/or BRC) may be able to assist with expenses, depending upon the number of candidates in any given year and the amount of expenses incurred.

Contact your BRC if you are interested in participating in a promotions program for the next level of certification.

8.2.1 Provincial Promotions

Recommendation into this program will be by the BRC upon receiving three (3) evaluations completed by National or International level Beach Referees in which the three are unanimous in their recommendation to the Provincial Upgrade Program. Acceptance is confirmed within Ontario and the candidate's Letter of Intention and Technical File must be submitted to the BRC. Each provincial candidate will be assigned to work with a senior National or International Referee who will act as a mentor to the provincial candidate. The mentor will be chosen by the BRC. It will be the responsibility of the candidate to work with their mentor and the Beach Assignor to ensure they have adequate assignments to work with each other during the Beach season(s) that the candidate is preparing. The mentor will inform the BRC when the provincial candidate is ready for final evaluations (practical and written). Each provincial candidate will complete a minimum of 10 The Rules 'R' Quizzes per week for the Beach season in which he/she is working.

8.2.2 National Promotions

Applicants will have completed a minimum of 200 The Rules 'R' Quick Quizzes in the previous 6 months before their application will be considered. Candidates will be notified of acceptance into this two-year program in the fall.

Recommendation into this program will be by the BRC upon receiving four (4) evaluations completed by at least one international level Beach Referee or their delegate and three (3) national level Beach Referees in which the four are unanimous in their recommendation to the

National Program. Acceptance is confirmed within Ontario by September 15th and the candidate's Letter of Intention and Technical File must be submitted to the ORRC no later than September 30th in order to meet Volleyball Canada's deadline of October 1st for applications.

All national candidates will be expected to study various Beach Volleyball references during the off-season including but not limited to the current FIVB Rulebook, the current FIVB Referee Guidelines and the current FIVB Beach Volleyball Casebook and complete as many Rules 'R' Quick Quizzes and Quick Learns as determined by the National Beach Referees Chair or his/her delegate(s). They will also be required to complete a project as prescribed by the National Beach Referees Chair or his/her delegate(s).

Further details can be found in the Volleyball Canada National Referees Committee's Policy and Procedures Manual posted online at www.Volleyball.ca.

8.2.2 International Promotion → Please contact Volleyball Canada info@Volleyball.ca for more information.

8.3 Special Notes and Restrictions for Certified Levels

All Beach Referees are expected to be at a certain quality level, based on the rigours of the training program appropriate for each level. As part of the developmental nature of Refereeing (and experience required to become an expert), the following limitations are recommended for each certified Refereeing level:

International Candidates

- No restrictions on matches in Canada.
- Activity Form (summary of major tournaments and matches) to be completed and sent to ORRC by May 30th. This Activity Form is then forwarded to the Volleyball Canada National Referees Chair (NOC). Out-of-province invitations are only extended to active Referees. Inform your BRC if you would like to travel out of province.
- May supervise an OVA satellite tournament
- May be a Head Referee or Mentor Referee at an OVA Beach Tour tournament

National

- No restrictions on matches in Canada.
- Activity Form (summary of major tournaments and matches) to be completed and sent to ORRC by May 30th. This Activity Form is then forwarded to the Volleyball Canada NRC. Out-of-province invitations are only extended to active Referees. Inform your BRC if you would like to travel out of province.
- May supervise an OVA satellite tournament
- May be a Head Referee or Mentor Referee at an OVA Beach Tour tournament

Provincial

- First Referee for senior adult elite matches and all youth matches at OVA competitions, Second Referee for senior national tournaments.
- Administer Local Clinics (with BRC approval).
- Mentor Provincial Upgrade Program candidates (with BRC Approval)
- Must be evaluated at least once per year by an OVA Mentor Referee, unless the BRC grants a specific exception. May supervise an OVA satellite tournament
- May be a Head Referee at an OVA Beach Tour tournament

Local

- First Referee for 12U – 18U OVA competitions, Second Referee for Youth Open and adult elite OVA competitions unless the BRC, Tournament Head Referee or Mentor Referee grant a specific exception.
Must be evaluated at least once per year by and OVA Mentor Referee. unless the BRC grants a specific exception.
- May supervise an OVA satellite tournament if approved by BRC and Beach Assignor.
- May be a Head Referee or Mentor Referee at an OVA Beach Tour tournament, if approved by BRC and Beach Assignor.

SECTION 9: REFEREES DEVELOPMENT STRATEGY

We must do our best to provide opportunities for those who wish to learn about Beach Volleyball Refereeing. In cases where the demand outstrips our resources, the BRC needs to work with the OVA Beach Program Manager and Assignor to schedule clinics on an as-needed basis and perhaps *where-needed* basis, as resources permit.

9.1 Perspective

It appears there are fewer people willing to learn how to officiate Beach Volleyball. Part of the reason for this trend may be **our current lifestyle**; people are actively playing sports at higher ages, the availability of different activities (i.e. recreation leagues), longer working hours, increased travel time, etc. Becoming a Beach Referee and putting forth the effort to progress to higher certification levels involves a commitment that many people have placed low in their list of priorities.

The lack of qualified Referees in any sport is a long-term problem with no quick answers. The OVA is limited in the options it has to "lure" people into Refereeing Beach Volleyball. The volunteers have to come from somewhere; schools, club teams, or outside of the sport. In the 1980s most of the volunteers came from the school system. In the 1990s and early 2000's, we also tapped into the resources of senior club players and indoor Volleyball Referees, drawing upon their years of experience.

Tournaments that are required for Beach Referees to gain valuable experience are important to the development programs within the Refereeing levels. **One cannot learn to officiate simply by reading the rulebook; practical experience is essential!** In order to promote Beach Referees, tournaments must continue to be available for Beach Referees to gain experience.

9.2 Goals

1) Recruitment

- Increase the number of Beach Referees available to an appropriate number that provides sufficient numbers to supply OVA needs while still allowing for current Beach Referees to work a sufficient number of tournaments to maintain their skills. This number must be determined by the OVA Beach Program Manager, the OVA Beach Assignor and the BRC.
- Maintain a practical number of trained Clinicians.
- Make Beach Refereeing an attractive hobby.
- Develop a program to retain 75% of newly certified Beach Referees and try to ensure adequate regional coverage annually.

2) Education and Upgrading

- Increase the numbers of upper level Beach Referees (provincial and above).
- Budget to be aimed at National upgrading, and provincial-wide communication (meetings) rather than subsidizing Local clinics.
- 40% of registered Beach Referees to be certified at Provincial level or higher.
- Create and implement a development plan for Referees to increase skills and education at all times.
- Maintain and promote The Rules 'R' online learning module for all Beach Referees to continually test their knowledge of the rules of the game.

3) Performance Evaluations

- Constructive, ongoing feedback to Beach Referees so they can improve to the best of their ability.

- Maintain the mentorship program for mandatory critiquing of all Beach Referees every season.
- Review the assignor position every year.

4) Communication

- Improve and maintain province-wide communication between registered Beach Referees at all levels.
- Publish and provide the Beach Referees Handbook for all Beach Referees.
- Create a structure that reaches all Beach Referees in the province and effectively addresses the need (demand) for Beach Referees in each area.

9.3 Issues

- Lack of Referees with sufficient training and experience to work as head Referees at OVA satellite tournaments (i.e. Provincial and above).
- Lack of Referees outside of the GTA to work at satellite tournaments.
- Meeting the challenges of financial and human resources to address the demand for Beach Referees and clinics.

9.4 Solutions

- The Beach Referees' program budget and other resources will increasingly concentrate on funding upgrades such as provincial, and national candidates; Novice and local clinics are to be funded by the candidates. This allocation of funds will hopefully encourage quality Beach Referees to attain higher ratings.
- The BRC can look at solving area-specific problems within the general design and philosophy of the Beach Referees' program.
- Make Clinician rates attractive and rewarding.
- Budget for and hold an annual season kick-off meeting for all Beach Referees to be held in May each year.
- Financial and human resources available should increase as the other issues are solved.

9.5 Mentorship Program

The OVA has run a Beach Referees Mentorship Program for approximately 10 years now with great success. A Mentor Referee is assigned to each major OVA Beach tournament to provide an evaluation to each Beach Referee working that day regardless of their level.

Based on feedback collected, it is apparent that most Beach Referees appreciate continual feedback and evaluation for growth and learning throughout their careers especially for those that may not be interested in going through the promotions program. Through this program, a mentor Referee (National Level or higher preferred), will be present at all OVA Beach Tour tournaments where there are four (4) or more Beach Referees assigned throughout the year to provide valuable feedback as well as to debrief working Referees. Working Referees will also receive a written report of their evaluation for their records.

The goals of the mentorship program are:

- Provide timely feedback and debrief for all Beach Referees annually.
- Within the Provincial Upgrade Program, create relationships between Referees as mentors and mentees.
- Maintain the pathway for communication between senior and lower level Beach Referees.
- Prepare Beach Referees for future promotions in the Beach Referees' program.
- Improve the quality of Beach Refereeing within the OVA.

Success of the mentorship program will be based on the following factors:

- Number of unique Beach Referees reached – Goal is 100% of all OVA Beach Referees each season.
- Overall satisfaction of Beach Referees.
- Overall satisfaction of Beach Referee \mentors.

9.5.1 Beach Referee Mentor – General Description

Mentor requirements:

- Provincial level Referee or higher (National preferred).
- Nomination by BRC.

Responsibilities of a mentor include, but not limited to:

- If possible, provide an evaluation to each Beach Referee working at a tournament where the mentor is assigned.
- Discuss daily goals and how to best achieve them at the Beach Referees meeting at the beginning of the tournament.
- Mentor working Referees.
- Evaluate all Beach Referees working, provide verbal and written feedback individually.
- Debrief Referees at the end of their matches and/or tournament.
- Submit all mentorship reports to the BRC within 72 hours following the tournament.

One (1) mentor will be assigned to each tournament location and will receive \$150/day, plus travel.

SECTION 10: MISCELLANEOUS

10.1 Rulebooks

FIVB Beach Volleyball Rulebooks along with specific rules changes that apply only to Volleyball Canada and/or OVA tournaments and matches are published every four years. To obtain an FIVB rulebook, please contact Kelvin Cheng kcheng@ontarioVolleyball.org

10.2 Code of Conduct for Referees

Beach Referees within the province of Ontario are governed by the OVA Code of Conduct. For more information, please review the OVA Code of Conduct policy found on the OVA website.

Beach Referees are to focus on ensuring compliance with the FIVB, VC and OVA Referee Beach Volleyball Rules and when necessary, coaching OVA athletes to do their best to do the same when they are Refereeing. Their interaction shall be limited to the athletes and registered coaches as much as possible and interaction with non-athletes/coaches should be avoided. When it is not possible to avoid such interactions, our Referees should simply direct any and all concerns by others to the tournament host and organizers. If, during the course of their duties, an assigned Referee observes non-participants behaving badly or even recognizes someone who has been prohibited from being at an OVA event (whether indoor at a gym or outdoor at a Beach or indoor sand facility) their responsibility shall be to simply report their observations to the tournament organizer and let the tournament organizer deal with the matter as he/she sees fit. The Referee is advised to keep a note of what he/she has reported in the event he/she is asked about the incident or inquiry at a later time. Referees' involvement should not go further. Referees should not be seen as security staff by players, parents, coaches and most of all by tournament staff.

In addition, Beach Referees need to be familiar with the *Code of Ethics* as printed in the Volleyball Canada Rulebook. They are expected to know the code of ethics and abide by all the set principals of in relation to all participants of the sport of Beach Volleyball.

10.3 The OVA Rules R

The OVA Rules R is an online quiz software used by Referees to familiarize themselves with the rules. All registered Referees have automatic access to this program at <http://ova.therulesr.com>. When registering for the OVA Rules R, please use the same email address you used for your NRS account. If your email address has not been pre-approved, please contact [Kelvin Cheng](mailto:Kelvin.Cheng@ontarioVolleyball.org) to get it pre-authorized.

Beach Referees are required to complete a minimum of 10 Rules R Quick Learn quizzes in order to be considered for Ontario Championships.

SECTION 11: BEACH REFEREES' CALENDAR OF EVENTS

TIMEFRAME	TASKS
Early May	<p>Annual National Referees Chair (NRC) meeting in Ottawa. New rule interpretations are disseminated.</p> <p>OVA office sends a complete list of the previous season's registered Beach Referees to BRC.</p> <p>Beach Referees Handbook to be updated and posted on the OVA website.</p> <p>Local, Provincial National and International Beach Referees should be registered with the OVA.</p> <p>Note: All working Beach Referees must be registered members of the OVA to be paid for tournaments worked. If Referees are working without being registered, they are not covered by the Association's insurance coverage.</p>
First Week of June	<p>OVA office sends a complete list of currently registered Beach Referees along with the status of their police VS report and status of OVA Screening Application (see below) to the BRC.</p> <p>All Provincial and National Upgrade Candidates to be registered through the program in the National Registration System (NRS)</p>
Mid September	Annual/semi-annual BRC/RRC's meeting with the PRC.
July 1	OVA office to send a complete list of currently registered Beach Referees along with the status of their Police VS report and status of OVA Screening Application (see below) to BRC and the PRC.
August 1	OVA office to send a complete list of currently registered Beach Referees along with the status of their Police VS report and status of OVA Screening Application (see below) to BRC and the PRC.
November 1	
Late May	Annual/semi-annual RRC's meeting with the ORRC.
May 31	Senior Referees to submit Activity Forms to the ORRC
June 15	ORRC submits Referees' Activity Forms to NOC.

SECTION 12: VOLLEYBALL CANADA NATIONAL REFEREES' COMMITTEE FORM SUBMISSION DEADLINES

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

Submission Deadline	Forms	Responsibility
September 1 st	<ul style="list-style-type: none"> ▪ International Promotion Applications (R-1) 	RRC
September 30 th	<ul style="list-style-type: none"> ▪ National Promotion Applications 	RRC
November 15 th	<ul style="list-style-type: none"> ▪ Indoor Volleyball Registration Forms & Fees (A-1) ▪ Referees List Revisions (VC) 	RRC RRC
January 1 st	<ul style="list-style-type: none"> ▪ Referee's Domestic Activity Forms (A-2) 	RRC
March 1 st	<ul style="list-style-type: none"> ▪ National Championships Assignments (A-5) ▪ National Candidate Recommendations for National Evaluation Clinic 	RRC/NrC RRC
June 1 st	<ul style="list-style-type: none"> ▪ Referee's Domestic Activity Forms (A-2) ▪ National Promotions Committee Report ▪ National Championship Reports ▪ Regional Promotion Recommendations ▪ Beach Volleyball Registration Fees & Forms (B-1 & B-17) 	RRC Committee Chair Referee Supervisors RRC
June 15 th	<ul style="list-style-type: none"> ▪ Rule Book Revisions 	NRC
August 1 st	<ul style="list-style-type: none"> ▪ Domestic (R-5A) & International (R-5) Activity Forms ▪ RRC Meeting Reports ▪ Beach Promotions (B-7 or B-12) 	RRC NRC, Committee Chairs, RRC RRC
August 15 th	<ul style="list-style-type: none"> ▪ RRC Meeting Working Papers 	NRC
August 31 st	<ul style="list-style-type: none"> ▪ Beach Domestic Activity Forms (B-2 & B-16) ▪ Beach Event Report (B-13) for National Tour events & National Championships) 	RRC Referee Supervisors

SECTION 13: REGISTERING COMPLAINTS

The number of complaints of unsportsmanlike behaviour on the part of coaches and/or players, and/or of poor Refereeing on the part of the Referees seems to be increasing. The following process will be employed when a serious complaint (i.e. the complaint is registered in writing) is filed with the OVA:

- Anyone who wishes to lodge a complaint concerning participant behaviour, please follow the OVA Discipline and Complaints policy (Appendix 5). For an electronic version, please visit the [procedure posted online the OVA website](#).
- If there are any complaints regarding the quality of Refereeing, please email the OVA Referees Quality Assurance Chair at Referees: QualityAssurance@ontarioVolleyball.org

Appendix 1: ONTARIO VOLLEYBALL ASSOCIATION (“OVA”) - SCREENING POLICY

Preamble

1. Whereas the screening of personnel and volunteers is an important part of providing a safe sporting environment; and whereas the OVA is committed to taking all reasonable steps to provide a safe and secure environment for participants in its programs, activities and events; and
2. Whereas this Policy is one of several tools that OVA will use to fulfill its commitment to provide a safe environment and to protect its members from harm; and
3. Whereas nothing in this Policy shall be construed as abrogating the OVA’s right, responsibility, power and discretion to take any and all necessary steps to ensure a safe environment for its members,

Purpose

4. The purpose of screening is to ensure the suitability of personnel and volunteers who seek to work with members, and to identify those who may pose a potential risk.

Screening Committee

5. The Screening Committee shall be made up of three or five individuals appointed by the OVA’s Executive Committee. The Screening Committee shall report to the Executive Committee but operate independently from the Executive Committee and Board of Directors.
6. The Screening Committee is responsible for receiving and reviewing all applications and related materials and making decisions regarding the suitability of applicants as set out herein.

Mandatory Screening Participation and Co-Operation

7. Any and all individuals (“Applicant” or “Applicants”, as the case may be) applying to volunteer or work (“Participate” or “Participation”) in or with the OVA or its programs, activities, or members must participate in the OVA’s screening process and fully cooperate with the Screening Committee. Successful screening is dependent on the applicant providing accurate, honest and complete information to the Screening Committee.
8. Without limiting the generality of the foregoing, the following individuals shall be required to participate in the screening process:
 - a. all individuals in paid staff positions;
 - b. all board members;
 - c. all coaches;
 - d. all Referees;
 - e. all persons affiliated with provincial teams, whether paid or volunteer;
 - f. all persons involved in the delivery of developmental programs including camps and clinics;

- g. any persons appointed to accompany an OVA team to an event or competition whether as a coach, manager, chaperone, driver or Referee in another role; and
 - h. any other position or role that in the discretion of the OVA constitutes a position or trust or authority.
9. In the event of a dispute as to whether an individual is subject to the jurisdiction of the Screening Committee, and in what circumstances that individual is subject to the jurisdiction of the Screening Committee, the determination of the Executive Director of the OVA shall be final and binding, and is not subject to appeal.

Determination of Applications by Screening Committee

10. The Screening Committee shall have the sole and exclusive jurisdiction to determine whether an Applicant is eligible for Participation, and shall be required upon the completion of the application process set out below to issue one of the following determinations:
- a) approval of the application without conditions;
 - b) approval of the application with conditions; or
 - c) denial of the application.

Reassessment of Applications by Screening Committee

11. At any time, including after either the submission of an application or its approval (with or without conditions), and upon request by the Executive Director, the Screening Committee may re-open an Applicant's file for additional screening if it is advised of new information that, in the discretion of the Executive Director, could affect its assessment of the Applicant's suitability for Participation.
12. In the event of a re-assessment of an application, the Screening Committee, may determine such procedure as it feels in its sole and exclusive jurisdiction is appropriate in the circumstances, having regard to principles of expediency and fairness.

Failure by Applicant to Co-Operate with Screening Committee

13. If an Applicant fails to participate in the screening process or cooperate with the Screening Committee, or if an Applicant provides false, misleading or incomplete information to the Screening Committee, the Screening Committee may:
- a) in the case of an initial application, deny the application or approve the application with conditions;
 - b) in the case of an application that has already been accepted, revoke the Applicant's status or impose/change any conditions on their status;
14. In addition, the Applicant may be subject to disciplinary proceedings.

Procedure

15. Applicants must obtain a Police Records Check ("PRC"), and Vulnerable Sector Screening ("VSS"). The cost of the PRC and VSS is to be borne by the applicant.
16. In addition to completing the forms set out above at section 15, the Applicant must complete an OVA Screening Disclosure Form, which shall require the Applicant to identify and disclose:
- a) criminal convictions for which a pardon has not been granted;

- b) criminal charges;
- c) whether the applicant is currently, or has been, the subject of a criminal investigation or criminal proceedings that have not yet been resolved;
- d) non-criminal convictions under any statute (including offences involving the use of a motor vehicle);
- e) whether the applicant has ever been a respondent in a harassment or human rights complaint in any forum;
- f) whether the applicant has ever been subject to a penalty imposed by a court, administrative tribunal or regulatory body;
- g) whether the applicant has ever been refused admission to any professional organization or sporting organization;
- h) whether the applicant has ever faced allegations of misconduct by any professional organization or sporting organization;
- i) whether the applicant has ever been suspended, disqualified, censured or otherwise disciplined as a member of any professional organization or sporting organization; and
- j) whether there are other matters in the applicant's past or present circumstances that may place their character or suitability at issue.

(collectively, "Disclosed Offences").

17. Collectively, the package of material set forth above at sections 15 and 16 of this Policy shall be deemed the "Application Package".
18. Upon receipt of an Application Package, the Screening Committee shall meet and shall consider whether, in its view, the Application Package appears complete. If the Screening Committee determines that the Application Package is not complete, it shall make a written request to the Applicant, enumerating further information or submissions it requires and a timeline for the Applicant's response.
19. Nothing set out in these rules or proceedings restricts or limits the Screening Committee from requesting that the Applicant attend for an interview with the Screening Committee if in the view of the Screening Committee, such an interview is appropriate.
20. Nothing set out in these rules or proceedings restricts or limits the Screening Committee from requesting the Applicant's authorization to contact any professional, sporting or other organization in order to assess an Applicant's suitability.
21. Nothing set out in these rules or proceedings restrict or limits the Screening Committee from requesting, more than one time, further information from the Applicant, subject to the Applicant's right to insist that the Screening Committee make a decision on the basis of the information before it.
22. The Screening Committee may, where appropriate, draw an adverse inference from an Applicant's failure to provide information or answer queries.

23. The Screening Committee shall determine whether there is good reason to believe that an Applicant may pose a risk to members of the OVA (a “Material Risk”).
24. In determining whether an Applicant poses a Material Risk, the absence or presence of a Disclosed Offence is not determinative, but will be a significant factor that the Screening Committee shall consider, having regard to all of the relevant circumstances, including the nature and date(s) of the offence(s), and the presence of any mitigating circumstances in relation to the offence(s).
25. The fact that an Applicant has been previously penalized for a Disclosed Offence shall not bar the Screening Committee from considering that Disclosed Offence as part of the Application Package.
26. If the Screening Committee determines on the basis of the Application Package, plus any further material received by it, that the Applicant poses no Material Risk, the Screening Committee shall approve the Applicant’s application.
27. If the Screening Committee determines on the basis of the Application Package, plus any further material received by it, that the Applicant poses a Material Risk, it shall either:
 - a. approve the application with conditions; or
 - b. deny the application.
28. The Screening Committee, in approving an application with conditions, shall have the sole and unfettered discretion to determine conditions, and the length of time for the imposition of conditions.
29. No conditions imposed may exceed the length of time of one year.
30. The Screening Committee will provide the applicant with a written decision concerning their application.
31. In the case of a decision denying an application or approving an application with conditions, a copy of the decision shall also be provided to the OVA’s Executive Committee and Board of Directors, which may disseminate the decision as they see fit in order to best fulfil the mandate of the OVA.
32. Every individual who has been approved for participation, or approved with conditions, must re-submit a Screening Disclosure Form on an annual basis. PRCs and VSSs must be submitted every three years. The Screening Committee shall retain only the most recent copy of the applicant’s PRC, VSS, and Screening Disclosure Form. Older copies shall be destroyed.
33. An individual whose application has been denied or revoked may not re-apply for Participation for two (2) years from the date the rejected Application was made.
34. Information and records received by the Screening Committee will be maintained in a confidential manner and will not be disclosed except as required by law or under this Policy, or for use in legal, quasi-legal or disciplinary proceedings

35. The decisions of the Screening Committee are final and binding and will be effective upon notice being sent to the individual by e-mail to his/her last known email address on record with the OVA.

Review and Approval

36. This policy was approved by Board of Directors of OVA on October 1, 2014.

37. This policy is effective as at January 1, 2016.

Appendix 2: OVA Screening Disclosure Form

CONTACT INFORMATION

NAME:

ADDRESS:

TELEPHONE:

EMAIL:

DATE OF BIRTH:

REQUIRED DISCLOSURE

1. Do you have any criminal convictions for which a pardon has not been granted?

Name/Type of Offence:

Jurisdiction:

Year Convicted:

Penalty or Punishment Imposed:

Further Explanation:

2. Have you ever been charged with a crime?

Name/Type of Offence:

Jurisdiction:

Year Charged:

Penalty or Punishment Imposed (if applicable):

Further Explanation:

3. Are you currently or have you ever been the subject of a criminal investigation or criminal proceedings that has not been resolved?

Name/ Type of Offence or Investigation:

Jurisdiction:

Year Investigation or proceedings Commenced:

Status of Investigation or Proceeding:

Further Explanation:

4. Do you have any non-criminal convictions under any statute (including offences involving the use of a motor vehicle)?

Name/Type of Offence:

Jurisdiction:

Year Convicted:

Penalty or Punishment Imposed:

Further Explanation:

5. Have you ever been a respondent in a harassment or human rights complaint in any forum?

Jurisdiction:

Year Proceeding Commenced:

Status of Proceeding:

Penalty or Punishment Imposed:

Further Explanation:

6. Have you ever been subject to a penalty imposed by a court, administrative tribunal or regulatory body?

Jurisdiction:

Penalty or Punishment Imposed:

Further Explanation:

7. Have you ever been refused admission to any professional organization or sporting organization?

Name of Organization:

Date Refused Admission:

Reasons Given for Refusal:

Further Explanation:

8. Have you ever faced allegations of misconduct by any professional organization or sporting organization?

Name of Organization:

Date of Allegations:

Nature of Allegations:

Status or Outcome of Investigation/Proceeding:

Penalty or Punishment Imposed (if any):

Further Explanation:

9. Have you ever been suspended, disqualified, censured or otherwise disciplined as a member of any professional organization or sporting organization?

Name of Organization:

Nature of Offence:

Penalty or Punishment Imposed:

Further Explanation:

10. Are there are other matters in your past or present circumstances that may place your character or suitability for OVA positions at issue?

Yes/ No:

Explanation:

IMPORTANT:

FAILURE TO ANSWER THE ABOVE QUESTIONS ACCURATELY AND COMPLETELY MAY RESULT IN THE DENIAL OF YOUR APPLICATION

FAILURE TO CO-OPERATE WITH THE OVA AND SCREENING COMMITTEE MAY RESULT IN THE DENIAL OF YOUR APPLICATION

It is important that you provide the OVA with truthful information and complete explanations (where appropriate) so that the OVA can properly evaluate your application. The OVA Screening Committee may contact you to provide more information in relation to your application. You are expected to fully co-operate with the Screening Committee in the determination of your suitability for a position with the OVA. The Screening Committee has the right to approve an application, reject an application, or approve an application with conditions.

I CERTIFY THAT THE ANSWERS PROVIDED ARE ACCURATE AND COMPLETE

SIGNATURE _____

DATE _____

APPENDIX 3: OVA CODE OF CONDUCT

ONTARIO VOLLEYBALL ASSOCIATION (OVA) CODE OF CONDUCT

*** This Code of Conduct replaces and supersedes all pre-existing alternate OVA codes of conduct including those that exist in a) the Directors' Responsibilities Policy, b) the Directors' Handbook, c) the Participation Agreement, d) the Referees Handbook, e) the Coaches Handbook, f) the Beach Tour Players' Handbook, and g) any other handbook, guidelines or policy posted on the OVA website prior to October, 1st, 2015. ***

Definitions

1. The following terms have these meanings in this Code:

a) *"Individuals"* – All categories of membership defined in Section 2.1 of the Ontario Volleyball Association (OVA) Constitution and By-laws, as well as, all individuals engaged in activities with the OVA, including but not limited to, clubs, athletes, coaches, Referees, volunteers, managers, administrators, directors and officers of the OVA, spectators of OVA events and parents of OVA members.

Purpose

2. The purpose of this Code of Conduct ("Code") is to ensure a safe and positive environment (within OVA programs, activities, and events) by making all Individuals aware that there is an expectation, at all times, of appropriate behavior consistent with the values of the OVA, as set out in section 3 of this Code.

3. The OVA is committed to providing an environment in which all individuals are treated with respect. The OVA supports equal opportunity and prohibits discriminatory practices. Individuals are expected to conduct themselves at all times in a manner consistent with the OVA values that include accountable, excellence, collaborative, intentional, sustainable, integrity & respect.

4. Conduct that violates this Code may be subject to sanctions pursuant to the OVA's Discipline and Complaints Policy.

Application of this Code

5. This Code applies to conduct that may arise during the course of OVA business, activities, and events, including but not limited to: its office environment, competitions, practices, training camps, tryouts, travel, and any meetings of the OVA.

1. This Code also applies to the conduct of Individuals that may occur outside of the OVA's business, activities, events, and meetings when such conduct adversely affects relationships within the OVA (and its work and sport environment) and is detrimental to the image and reputation of the OVA. Such applicability will be made by the OVA in its sole discretion.

Responsibilities

7. All Individuals have a responsibility to:

a) Maintain and promote an inclusive sport environment for all OVA members and other individuals by:

- i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, gender identity, gender expression, age, marital status, religion, religious belief, political belief, disability or economic status
- ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, Referees, organizers, volunteers, employees and members
- iii. Consistently demonstrating the spirit of sportsmanship, sport leadership and ethical conduct
- iv. Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
- v. Consistently treating individuals fairly and reasonably
- vi. Ensuring adherence to the rules of Volleyball and the spirit of those rules

b) Refrain from any behavior that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, homophobic, transphobic, degrading, or malicious. Types of behavior that constitute harassment include, but are not limited to:

- i. Written or verbal abuse, threats or outbursts
- ii. The display of visual material which is offensive or which one ought to know is offensive in the circumstances
- iii. Unwelcome remarks, jokes, comments, innuendo or taunts
- iv. Leering or other suggestive or obscene gestures
- v. Condescending or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
- vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
- vii. Any form of hazing where hazing is defined as *"Any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking athlete by a more senior team-mate, which does not contribute to either athlete's positive development, but is required to be accepted as part of a team, regardless of the junior-ranking athlete's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any team-mate based on class, number of years on the team, or athletic ability."*
- viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
- ix. Unwelcome sexual flirtations, advances, requests, or invitations
- x. Physical or sexual assault
- xi. Behaviors such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
- xii. Retaliation or threats of retaliation against an individual who reports harassment to the OVA

c) Refrain from any behavior that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favors, or conduct of a sexual nature. Types of behavior that constitute sexual harassment include, but are not limited to:

- i. Sexist jokes
- ii. Display of sexually offensive material
- iii. Sexually degrading words used to describe a person
- iv. Inquiries or comments about a person's sex life
- v. Unwelcome sexual flirtations, advances or propositions
- vi. Persistent unwanted contact

d) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Ontario Volleyball Association adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and shall be subject to disciplinary action, and possible sanction, pursuant to the Ontario Volleyball Association Discipline and Complaints Policy. The OVA will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the OVA or any other sport organization

e) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development or supervision of the sport of competitive Volleyball, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)

f) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities

g) In the case of adults, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with OVA events

h) Respect the property of others and not willfully cause damage

i) Promote Volleyball in the most constructive and positive manner possible

j) Adhere to all federal, provincial, municipal and host Country laws

k) Comply at all times with the bylaws, policies, procedures, rules and regulations of the Ontario Volleyball Association, as adopted and amended from time to time.

Board/Committee Members and Staff

8. In addition to paragraph 7 of the OVA Code of Conduct (above), Board and Committee Members and Staff of the Ontario Volleyball Association will:

- a) Function primarily as a member of the board and/or committee(s) of the OVA; not as a member of any other particular member or constituency
- b) Act with honesty and integrity and conduct himself or herself in a manner consistent with the nature and responsibilities of OVA business and the maintenance of Member confidence
- c) Ensures that the financial affairs of the OVA are conducted in a responsible and transparent manner with due regard for his or her fiduciary responsibilities
- d) Conduct oneself openly, professionally, lawfully and in good faith in the best interests of the OVA
- e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward or fear of criticism
- f) Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate and honest in all dealings with others
- g) Keep informed about the activities of the OVA, the provincial Volleyball community, and general trends in the sectors in which it operates
- h) Exercise the degree of care, diligence and skill required in the performance of his or her duties pursuant to the laws under which the OVA is incorporated
- i) Respect the confidentiality appropriate to issues of a sensitive nature
- j) Ensure that all Members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
- k) Respect the decisions of the majority and resign if unable to do so
- l) Commit the time to attend meetings and to be diligent in preparation for, and participation in, discussions at such meetings
- m) Have a thorough knowledge and understanding of all OVA governance documents
- n) Conforms to the bylaws and policies approved by the OVA, in particular this Code of Conduct as well as, for Directors, the Conflict of Interest Policy and Confidentiality Agreement

Regions, Clubs, and SPIKES programs

9. In addition to paragraph 7 of the OVA Code of Conduct (above), Regions, Clubs, and SPIKES programs of the Ontario Volleyball Association will:

- a) Deliver their services in compliance with the constitution, bylaws, policies, rules, regulations and procedures of the OVA, and, where necessary, amend their own rules to comply with those of the OVA
- b) Ensure that all athletes and coaches participating in sanctioned competitions are registered Members, in Good Standing, of their respective organizations
- c) Engage only authorized coaches and sanctioned athletes

Coaches

10. In addition to paragraph 7 of the OVA Code of Conduct (above), coaches have additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the

personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:

- a) Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by the OVA Screening Policy, so that the Volleyball community is satisfied it has minimized the risk of an unsafe environment
- b) Report any ongoing criminal investigation, conviction or existing bail conditions, including those for violence; child pornography; or possession, use or sale of any illegal substance
- c) Under no circumstances provide, promote or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcoholic beverages and/or tobacco
- d) Respect all other teams and athletes from other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless first receiving approval from the coach who is responsible for the team or athlete(s) involved
- e) Not engage in a sexual relationship with an athlete of under the age of 18 years, or an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over such athlete
- f) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- g) Dress professionally, neatly and inoffensively
- h) Use inoffensive language, taking into account the audience being addressed

Athletes

11. In addition to paragraph 7 of the OVA Code of Conduct (above), athletes will have additional responsibilities to:

- a) Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete
- b) Participate and appear on time, well nourished and prepared to participate to one's best abilities in all competitions, practices, training sessions, events, activities, or projects
- c) Properly represent oneself and not attempt to enter a competition for which one is not eligible, by reason of age, classification, or other reason
- d) Adhere to the OVA's rules and requirements regarding clothing and equipment
- e) Never ridicule a participant for a poor performance or practice
- f) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other players, Referees, coaches, or spectators
- g) Dress in a manner representative of the OVA with focus being on neatness, cleanliness, and discretion. Designated Referee clothing, if applicable, must be worn when traveling and competing

h) Act in accordance with the OVA's policies and procedures and, when applicable, additional rules as outlined by coaches or chaperones

Referees

12. In addition to paragraph 7 of the OVA Code of Conduct (above), Referees will have additional responsibilities to:

- a) Accept an assignment to officiate at a match only if one intends to honour that commitment. If, for any reason, one is unable to attend, let the person in charge of Referees know as soon as possible
- b) Be fair and objective
- c) Avoid situations in which a conflict of interest may arise
- d) Be as impartial, unobtrusive and inconspicuous as possible
- e) Conduct all events according to the rules of the OVA
- f) Make independent judgments

Parents/Guardians and Spectators

13. In addition to paragraph 7 of the OVA Code of Conduct (above), parents/guardians of Individuals and Spectators at events will:

- a) Encourage athletes to play by the rules and resolve conflicts without resorting to hostility or violence
- b) Never ridicule a participant for a poor performance or practice
- c) Respect the decisions and judgments of Referees and encourage athletes to do the same
- d) Not question the judgment or honesty of an Referee or an OVA staff member
- e) Respect and show appreciation to all competitors and to the coaches, Referees, and other volunteers who give their time to the sport
- f) Keep off of the competition area and not interfere with events or calls

APPENDIX 4: OVA DISCIPLINE AND COMPLAINTS POLICY

ONTARIO VOLLEYBALL ASSOCIATION (OVA) DISCIPLINE and COMPLAINTS POLICY revised February 2017

Definitions

1. The following terms have these meanings in this Policy:

- a) “*Complainant*” – The party alleging an infraction
- b) “*Respondent*” – The alleged infracting party
- c) “*Days*” – Days irrespective of weekend and holidays
- d) “*Individual*” - All categories of membership defined in Section 2.1 of the Ontario Volleyball Association (OVA) constitution and by-laws including but not limited to, clubs, athletes, coaches, Referees, volunteers, managers, administrators, directors and officers of the OVA, spectators at events, and parents/guardians of athletes.

Purpose

2. Membership in the Ontario Volleyball Association, as well as participation in its activities, brings many benefits and privileges. Members are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the OVA Constitution, bylaws, policies, procedures, rules and regulations, and Code of Conduct. Irresponsible behavior by Members can result in severe damage to the integrity of the OVA. Conduct that violates these values may be subject to sanctions pursuant to this Policy.

Application of this Policy

3. This Policy applies to all Individuals as defined in the Definitions.

4. This Policy applies to discipline matters that may arise during the course of OVA business, activities (including both Indoor and Beach), and events including, but not limited to, competitions, practices, training camps, travel associated with OVA activities, and any meetings.

5. This Policy does not prevent discipline from being applied, during a competition or event, according to the procedures in place for that particular event. Further discipline may be applied according to this Policy.

6. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity or event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy.

7. Discipline matters and complaints arising within the business, activities, or events organized by entities other than the OVA will be dealt with pursuant to the policies of these other entities unless accepted by the OVA at its sole discretion.

Reporting a Complaint

8. Any Member may report to the OVA Head Office any complaint of an infraction by a Member. Such a complaint must be signed and in writing and must be filed within fourteen (14) days of

the alleged incident. Anonymous complaints may be accepted at the sole discretion of the OVA's Executive Director or designate, or the Case Manager.

9. A Complainant wishing to file a complaint beyond the fourteen (14) days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the notice of complaint outside the fourteen (14) day period will be at the sole discretion of the OVA. This decision may not be appealed.

10. At OVA's discretion, OVA may act as the complainant and initiate the complaint process under the terms of the Policy.

Mediation

11. Upon consent of the Parties, the dispute may be referred to OVA's Dispute Resolution Policy with the objective of resolving the dispute.

Case Manager

12. Should the OVA Dispute Resolution Policy, if applicable, not resolve the dispute, the OVA will assign a Case Manager within seven (7) days to oversee the management and administration of a complaint submitted in accordance with this Policy and such appointment is not appealable. The Case Manager has an overall responsibility to implement this Policy in a timely manner. More specifically, the Case Manager has a responsibility to:

- a) Determine whether the complaint is frivolous or vexatious or outside the jurisdiction of this Policy. If the Case Manager determines the complaint is frivolous or vexatious or outside the jurisdiction of this Policy, the complaint will be dismissed immediately. The Case Manager's decision to accept or dismiss the complaint may not be appealed
- b) Determine if the complaint is a minor or major infraction
- c) Appoint a Mediator and/or Panel, if necessary, in accordance with this Policy
- d) Determine the format of the hearing
- e) Coordinate all administrative aspects of the complaint
- f) Provide administrative assistance and logistical support to the Panel as required
- g) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

13. The Case Manager will inform the Parties if the incident is to be dealt with as a minor or major infraction and the matter will be dealt with according to the applicable sections of this Policy relating to minor or major infractions.

14. This Policy does not prevent an appropriate person having authority from taking immediate, informal, or corrective action in response to behaviour that constitutes either a minor or major infraction. Further sanctions may be applied in accordance with the procedures set out in this Policy.

Minor Infractions

15. Minor infractions are single incidents of failing to achieve expected standards of conduct that generally do not result in harm to others, the OVA, or the sport of Volleyball.

16. All disciplinary situations involving minor infractions will be dealt with by the appropriate person who has authority over the situation and the individual involved. The person in authority can be, but is not restricted to being, staff, Referees, coaches, organizers, or OVA decision makers.

17. Provided that the Respondent being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident, procedures for dealing with minor infractions will be informal (compared to the procedures for major infractions) and will be determined at the discretion of the person responsible for discipline of such infractions (as noted above in section 16).

18. Penalties for minor infractions, which may be applied singularly or in combination, include the following:

- a) Verbal or written warning
- b) Verbal or written apology
- c) Service or other voluntary contribution to the OVA
- d) Removal of certain privileges of membership for a designated period of time
- e) Suspension from the current competition, activity, or event
- f) Any other sanction considered appropriate for the offense

19. Minor infractions that result in discipline will be recorded and records will be maintained by the OVA. Repeat minor infractions may result in further such incidents being considered a major infraction.

Major Infractions

20. Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result, in harm to other persons, to the OVA, or to the sport of Volleyball.

21. Examples of major infractions include, but are not limited to:

- a) Repeated Minor Infractions
- b) Intentionally damaging OVA property or improperly handling OVA monies
- c) Incidents of physical abuse
- d) Pranks, jokes, or other activities (including hazing) that endanger the safety of others
- e) Disregard for the bylaws, policies, rules, regulations, and directives of the OVA
- f) Conduct that intentionally damages the image, credibility, or reputation of the OVA
- g) Behavior that constitutes harassment, sexual harassment, or sexual misconduct
- h) Abusive use of alcohol, any use or possession of alcohol by minors, or use or possession of illicit drugs and narcotics

22. Major infractions will be decided using the disciplinary procedures set out in this Policy, except where a dispute resolution procedure contained within a contract or other formal written agreement takes precedence.

23. Major infractions occurring within competition may be dealt with immediately, if necessary, by an appropriate person having authority. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy. This review does not replace the appeal provisions of this Policy.

Procedure for Major Infraction Hearing

24. If the Case Manager is satisfied that the complaint is a major infraction, the Case Manager will, with the consent of the parties, seek to resolve the complaint through the OVA Dispute Resolution Policy.

25. If the complaint cannot be resolved through the OVA Dispute Resolution Policy, then a hearing before a Panel will take place. The Case Manager will appoint the Panel, which will consist of a single Adjudicator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear and decide the complaint. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.

26. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction.

27. If the Respondent chooses not to participate in the hearing, the hearing will proceed in any event.

28. The Case Manager will determine the format of the hearing, which may involve an oral in-person hearing, an oral hearing by telephone, a hearing based on written submissions, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:

- a) The Parties will be given appropriate notice of the day, time and place of the hearing
- b) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
- c) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
- d) The Panel may request that any other individual participate and give evidence at the hearing
- e) Decisions will be by a majority vote of Panel members

29. If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in their own right under this Policy, that party will become a party to the complaint in question and will be bound by the decision.

30. In fulfilling its duties, the Panel may obtain independent advice.

Decision

31. After hearing the matter, the Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. The Panel's written decision, with reasons, will be distributed to all parties, the Case Manager, and the OVA. The decision will be considered a matter of public record unless decided otherwise by the Panel.

Sanctions

32. The Panel may apply the following disciplinary sanctions, singularly or in combination, for major infractions:

- a) Verbal or written reprimand
- b) Verbal or written apology
- c) Service or other voluntary contribution to the OVA
- d) Removal of certain privileges of membership
- e) Suspension from certain OVA teams, events, and/or activities
- f) Suspension from all OVA activities for a designated period of time
- g) Withholding of prize money
- h) Payment of the cost of repairs for property damage
- i) Suspension of funding from the OVA or from other sources
- j) Expulsion from the OVA
- k) Any other sanction considered appropriate for the offense

33. Unless the Panel decides otherwise, any disciplinary sanctions will commence immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension until such time as compliance occurs.

34. Major infractions that result in discipline will be recorded and records will be maintained by the OVA.

Suspension Pending a Hearing

35. The OVA may determine that an alleged incident is of such seriousness as to warrant suspension of the Respondent pending a hearing and a decision of the Panel.

Criminal Convictions

36. A Member's conviction for any of the following *Criminal Code* offenses will be deemed a major infraction under this Policy and will result in expulsion from the OVA and/or removal from OVA competitions, programs, activities and events upon the sole discretion of the OVA:

- a) Any child pornography offences
- b) Any sexual offences
- c) Any offence of physical or psychological violence
- d) Any offence of assault
- e) Any offence involving trafficking of illegal drugs

Confidentiality

37. The discipline and complaints process is confidential and involves only the Parties, the Case Manager, the Panel, and any independent advisors to the Panel under section 30 of this policy. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

Appeals Procedure

38. The decision of the Panel may be appealed in accordance with the OVA Appeal Policy.