



Policy Registry

C-05 Officials Development Policy

Committee Responsible: Competition

Date Approved: June 2, 2013 Review Date: June 2017

Revisions: #1 – May 30, 2015, Revision: #2 – October 14, 2016

PURPOSE:

- To ensure that officials from club/communities have the opportunity to be trained as officials
- To ensure appointed Head Officials are provided opportunity for networking, professional development, certification upgrading and training/evaluation
- To set the parameters for selecting a Provincial Chief Official and outline roles & responsibilities

POLICY:

1. Officiating Certification

a. Curling Canada Officiating Structure

The certification process and structure for officials is based on a five level system. To become certified at Level 1 or 2, an individual must successfully complete an officiating clinic and must gain appropriate practical experience working as an official at a recognized curling championship. Level 3 officials are appointed by the province/territory based on their training and experience. Level 3 officials act as provincial/territorial head officials and may be utilized at national championships. Levels 4 and 5 are national appointments as supervisor and head officials respectively for national championships.

In summary:

- Level 1 - game observer, timer
- Level 2 - provincial/territorial supervisor
- Level 3 - provincial/territorial head official
- Level 4 - national supervisor
- Level 5 - national head official

b. Level 1 Officiating Clinics

- Target holding a minimum of 3 Clinics in a year at communities that are hosting North/South/Qualifying/Provincial events that require officials.
- Clinics include written examination with a passing grade of 70%.
- Administration will determine registration fees for clinics. Fees will include full clinic fee and an audit/refresher fee
- Clinic facilitators will be provided a \$115 honorarium per clinic and expenses covered at CURLSASK rate.



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c. Level 2 Officiating Clinics

- Target holding a minimum of 1 Clinics every two years.
- Clinics include written examination with a passing grade of 70%.
- Administration will determine registration fees for clinics. Fees will include full clinic fee and an audit/refresher fee
- Clinic facilitators will be provided a \$115 honorarium per clinic and expenses covered at CURLSASK rate.

d. Level 3 Officiating Certification Appointments

- The Competition Committee can recommend an official be granted their Level 3 Certification.
- A potential Level 3 candidate must meet the following:
 - i. A minimum **Level 2 Certification**.
 - ii. Served at least **THREE times** as a Head Official or Alternate Head Official at fully officiated Provincial event in the past 3 years.
 - iii. Have had at least five consecutive years experience in the officiating program.
 - iv. Be well versed in the aspects of officiating, which includes:
 - a. complete knowledge of rules, interpretation, and application.
 - b. complete knowledge of officiating procedures and policies.
 - c. complete knowledge of clock setup, functions, and operation.
 - v. Display good working relationships between the athletes, coaches, other officials, ice technicians, media and site personnel.
 - vi. Must display an interest in continuing to obtain proper training and upgrading their officiating skills.

2. Head Officials Annual Seminar

- An annual Head Official Seminar will be held once a year at a date & location specified by the Competition Committee.
- The seminar will provide opportunity to network, update on rule changes, collaborate on best practices and set guidelines for officiating procedures.
- Mileage, accommodation and/or per diem will be provided to the invited officials

3. Head Officials Evaluations

Standardized evaluation forms shall be distributed for completion at officiated events.

- The Head Official is evaluated by the Competition Liaison and the Alternate Head Official (where applicable)
- The Alternate Head Official (where applicable) is evaluated by the Head Official and the Competition Liaison
- Completed forms shall be sent in confidence to the Chief Official within seven (7) days of the completion of the competition.
- The Chief Official shall maintain possession of all evaluations received for the duration of his/her appointment.



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- The evaluation forms shall be disposed of at the completion of the appointment or may be destroyed at any prior time at the discretion of the Chief Official.

4. Chief Official

a. APPOINTMENT

The Chief Official shall be appointed by the CURLSASK Board of Directors.

The Chief Official will be reviewed yearly by the Competition Committee with recommendation and approval by the Board of Directors and is accountable to the CURLSASK Board of Directors.

b. CRITERIA

CURLSASK Chief Official must have a knowledge and understanding of the CURLSASK competitions, general rules and CC rules of curling.

He/She must be a minimum Level One Certified Official.

c. ROLES, RESPONSIBILITIES AND DUTIES

The Chief Official shall:

- i. Be responsible for the enforcement and interpretation of CURLSASK General Rules and competition eligibility.
- ii. Be available for contact from CURLSASK officials, staff, board of directors, competitors and coaches.
- iii. Liaise closely with CURLSASK provincial Head Officials.
- iv. Be a member at large of the Competition Committee, attending meetings as required.
- v. Develop and maintain a profile within the province.
- vi. Active participation in the development of CURLSASK General Rules, athlete eligibility and competition rules and procedures.
 - i. Assist Competition Committee with Head & Alternate Head Official assignments to CURLSASK Competitions.
 - ii. Attend CURLSASK Annual Officials Seminar and provide input into sessions at the Seminar.
 - iii. Maintain a log of calls and rulings throughout the year, to be overviewed with the Competition Committee.
 - iv. Receive and maintain official's evaluations as per CURLSASK policy.

d. EXPENSE GUIDELINES

Expenses for meetings and events the Chief Official is required to attend at the request of the Competition Committee shall include mileage and per diem as per CURLSASK guidelines. Accommodation only if required dependant on location.

Phone expenses will be covered upon receipt of bills. The Chief Official is encouraged to keep a log of all phone expenses.