



Quebec Wrestling Officials Association

Policy and Procedure Manual

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1. General Philosophy

To compliment the constitution of the Quebec Wrestling Officials Association, and its affiliate associations in promoting the spirit of good sportsmanship, as well as to outline the workings of the executive committee.

2. Responsibilities

2.1 Executive Committee

It is the responsibility of the executive committee to carry out the requirements of the policy and procedure manual.

2.2 Document Maintenance

The executive committee is responsible for the maintenance of the manual throughout each season. Amendments may be passed by a simple majority of the executive members.

2.3 Review of Policies

Prior to the start of each wrestling season, the executive shall review the merit pay scale, dues and the cost for services rendered. Having done so the executive will publish to all Q.W.O.A. members as well as F.L.O.Q. and tournament organizers the fee structure for the year.

2.4 Ranking of Officials

At the end of each wrestling season the executive shall review the ranking of officials and submit the list for approval by the general membership at the annual general meeting.

2.5 Delegation of Main Responsibilities

Prior to the start of each wrestling season the executive shall decide the distribution of the following tasks amongst the executive members: G.M.A.A.; rule book distribution; pairing masters hardware; method for contacting officials prior to tournaments; distribution of supplies to the pairing masters, head officials and clinicians the day of the tournament.

3. Code of Conduct

3.1 Officials Conduct

Officials shall conduct themselves in accordance with the codes of conduct as outlined in the C.A.W.O.A. manual unless otherwise specified in the Q.W.O.A. Constitution or the Policy and Procedure Manual.

3.2 Ethics

3.2.1 Officials shall not criticize nor argue with the other officials, coaches, athletes or spectators.

3.2.2 Officials shall not agree with negative comments issued by the aforementioned people nor criticize the decisions made during the tournament.

3.2.3 Officials shall uphold the rules with-out prejudice.

3.3.4 When coaching at a tournament where they are officiating as well, an official shall put on suitable jacket or sweatshirt to cover their arm bands prior to coaching or performing any other duty at the tournament.

3.3 Sanctions of Officials

In the event that articles 3.1 or 3.2 are breached, the official shall be recommended for demotion by the head official and may be subject to possible sanctions by the executive committee as outlined in article 4.1.3 of the Constitution.

4. Members

4.1 Member-s Responsibilities

4.1.1 Officials must attend the clinic held prior to each tournament at which they officiate.

4.1.2 Officials must wear suitable attire at all tournaments at which they work (short sleeve button down blue collared shirt, charcoal grey pants with black belt, and black shoes).

4.1.3 Officials must ensure the safety of the athlete at all times.

4.1.4 Officials must pay their annual dues to the association.

4.2 Member's Benefits

4.2.1 Members will receive a rule book.

4.2.2 Members will receive a schedule for the year-s events.

4.2.3 Members will be eligible to attend clinics to upgrade skills.

4.2.4 Members will receive technical assistance to advance to the ranking of a national official.

4.2.5 Members shall be eligible to join the mentoring program.

4.2.6 Members could be eligible for some financial assistance to attend national or international tournaments.

4.2.7 Members could possibly receive benefits from the governing bodies of Q.W.O.A., F.L.O.Q., SPORT QUEBEC, C.A.W.O.A., C.A.W.A., or SPORT CANADA.

4.2.8 Members are eligible to referee at National Championships once they obtain the ranking of "Provincial A".

4.2.9 Members have the right to attend the executive meetings that are held in order to voice their opinions, unless the meetings are held in camera. It is the responsibility of the member to inform themselves of the date and location of the next meeting should they wish to attend.

4.2.10 Members are entitled to a uniform, providing funds are available. A member may be asked to return the uniform to the association upon retirement.

4.2.11 Members shall receive compensation for services rendered at tournaments, unless deemed as volunteers at said tournament.

5. Official-s Grades

5.1 Definition of Grades

5.1.1 *Aspirant*: Any person who attends a clinic and then is working the subsequent tournament to achieve the practical component of the next grade.

5.1.2 *Aspirant C*: Any person, who having attended their first clinic and worked the subsequent tournament has received the recommendation of the Clinician for the Grade of C to be ratified at the next General Meeting of the association.

5.1.3 *Grade C*: Someone who demonstrates a basic knowledge of the rules but lacks the ability to work alone.

5.1.4 *Grade B:* Someone who demonstrates a sound knowledge of the rules and the ability to work alone but lacks sufficient experience and judgement to deal with difficult situations.

5.1.5 *Grade A:* Someone who demonstrates a very sound knowledge of the rules, and has the experience, poise and good judgement to handle difficult situations. This person should also have the ability to coach less experienced officials.

5.2 Assignment of Grades

5.2.1 Aspirant rankings are assigned by the Clinician at the tournament where the clinic is given to all new officials who attended the clinic and who wish to continue with the practical component of the tournament.

5.2.2 Recommendations for grades higher than "Aspirant" must be submitted by the Clinician for a tournament to the vice-president development for inclusion in the report to the Annual General Meeting.

5.2.3 Out of province officials who wish to join the Quebec Wrestling Officials Association shall be assigned a temporary provincial grade for the current wrestling season by the Clinician at the first tournament at which they officiate. This grade will then be subject to approval at the next General Meeting.

5.2.4 Officials must work a minimum of one tournament per year to remain eligible to maintain their current grade.

5.2.5 To receive an upgrade in ranking, the official must have a minimum of two recommendations for a higher ranking at a minimum of two tournaments that season. Any recommendations must be ratified at the annual general meeting.

5.2.6 If during the course of a season a person receives an upgrade, they will be entitled to an administrative pay increase to that grade for any work rendered after receiving said upgrade.

6. Merit Pay Scale

6.1 Payment of Officials

The officials invited by the executive to officiate at sanctioned tournaments will be paid in accordance with the table below. Volunteers are accepted at each tournament but will not be paid nor receive accommodation at tournaments where accommodations are provided for the officials. Out of province officials shall be considered as volunteers unless specifically invited by the Q.W.O.A. Executive Committee due to a lack of qualified and/or available Quebec officials, in which case they will be paid according to their ranking.

6.2 Payment of On Mat officials

Aspirants	\$40 per day
Aspirant C and Grade C	\$50 per day
Grade B	\$60 per day
Grade A	\$70 per day
Clinicians, Head Officials	\$80 per day
National Ranked Officials	\$80 per day
Officials Coordinator	\$75 per day

6.3 Payment of Pairing Masters

6.3.1 *Pairing begun the night before the tournament*

Payment for work done the night before is calculated using the formula of \$12.50 per hour of work and allowing 4 hours of work for every 100 wrestlers registered in the tournament. This money is split equally between the pairing masters who did the work the night before the tournament.

6.3.2 Pairing begun the morning of the tournament

Payment for the work done on the day of the tournament is in accordance with the merit pay scale mentioned in article 6.2 above for on mat officials except that each grade is increased by an amount of \$10.

6.4 Act of God Clause

In the event of an act of God that prevents the tournament from taking place in the manner that was agreed upon by the tournament organizer and the vice-president internal of the Q.W.O.A. prior to the event, ie. a storm preventing athletes in attending, the tournament organizer shall be responsible to pay each official who arrives for the tournament a flat fee of \$20. These officials may opt to work as a volunteer without giving up their right to receive the compensation outlined in this article.

6.5 Official-s Accommodations

In the event that tournaments occur where insufficient qualified local referees exist to run the event (and where it is unreasonable to expect that officials travel to the tournament the day of the event); the tournament organizer shall be responsible for providing reasonable accommodation to the officials in addition to their pay. This arrangement will be negotiated between the tournament organizer and the vice-president internal of the Q.W.O.A. prior to having any officials travel to the tournament. To the extent that local officials are qualified to perform the duties required, they will be given priority of assignment for these events.

6.6 Selection of On-Mat Officials to Attend a Tournament

The member of the executive committee designated to do so will contact officials to be paid for working tournaments based upon the following criteria:

- a) The ranking required to officiate at the tournament.
- b) Attempting to provide a fair rotation to all members of the association throughout the season.
- c) Once the quota of officials that can be paid at any given tournament is reached; all other members of the association will be contacted and offered the opportunity to volunteer their services for experience. However, any person who chooses to attend on a volunteer basis, the Q.W.O.A. will provide full compensation according to a person's grade providing that there are adequate funds available to pay such individuals.
- d) In the event that the minimum number of on mat officials was not attained at a tournament the Q.W.O.A. at the discretion of the executive committee may give a bonus to those people who were present. This bonus should be split between the people who worked and the Q.W.O.A.. This will ensure adequate compensation to those individuals who worked harder than was expected of them.

6.7 Selection of Pairing Master Officials to Attend a Tournament

The selection of PM's to attend tournaments will be determined by the Head Pairing Master of the Province. This person must use the criteria in Articles 6.6 and 9.4.3 as a basis for their selection process throughout the entire season.

7. Annual dues

7.1 Coverage of Q.W.O.A. Dues

Annual dues to become a member of the Quebec Wrestling Officials Association will be \$20. This fee only covers the membership of the Q.W.O.A.. Payment of this fee can be done by either working off the fee at their first tournament or by sending a cheque to the Q.W.O.A..

7.2 Coverage of Additional Dues

Any person who is a member and has not paid their *F.L.O.Q.*, *C.A.W.O.A.*, or *FILA* dues can

do so through the Q.W.O.A. by either working off the dues in question at tournaments or by sending a cheque to the Q.W.O.A. or the organization in question.

8. Head Officials ,Clinicians and Officials Coordinator

8.1 Appointment

The Head Official, the Clinician and the Head Pairing Master shall be appointed by the designated member of the executive committee prior to the start of each tournament.

8.2 Requirements

These officials must have a minimum grade of "Provincial A" to be eligible for these positions.

8.3 Responsibilities

8.3.1 *Clinician*

- a) Distribution of rule books and the interpretations of the rules.
- a) Informing the officials of the rules specific to the tournament in question.
- b) Updating the mailing list for the members in attendance at the clinic.
- c) Having the officials attending the clinic who are not already members complete the necessary registration forms.
- d) Distributing and collecting the evaluation forms for officials to the mat chairmen.
- e) Completing the clinician-s report and returning it to the executive committee within two weeks of the tournament date.

8.3.2 *Head official*

- a) Clarification of the local rules with the tournament organizer.
- b) Verification of the safety of the competition site.
- c) Addressing any grievance that might arise.
- d) Ensuring that the rules and codes of conduct are adhered to.
- e) Verifying that the weigh-in is conducted properly.
- f) Attending the coaches meeting prior to the tournament
- g) In the event that any person in attendance at the event is not behaving in an acceptable fashion, co-ordinating with the tournament organizer or their delegate to arrange for the expulsion of this person from the competition site and then submitting a report about the incident to the executive committee of the Q.W.O.A. within two weeks of the event at which point it will be forwarded to other official bodies, ie. the F.L.O.Q. and/or Sport Quebec, C.A.W.A., or C.A.W.O.A..
- h) Completing the Head Official-s report and returning it to the executive committee within two weeks of the event.

8.3.3 *Head Pairing Master*

- a) Verifying with the tournament organizer and the Q.W.O.A. that the appropriate supplies (bout sheets, wall charts etc.) will be available prior to arrival on site.
- b) The Q.W.O.A. is to supply the required equipment to run the tournament in the event that the tournament organizer fails to do so (pairing box).
- c) Co-ordinating the activities of the helpers provided by the tournament.
- d) Dealing with any complaints regarding the pairing.
- e) Preparing a summary of the tournament for the tournament organizer.

8.3.4 *Officials Coordinator*

This individual is the link between the tournament organizer and the Q.W.O.A.. They aid in the smooth operation of the tournament and address any problems prior and during the tournament as they arise. It is at the discretion of the Q.W.O.A. and the tournament organizer if they want this coordinator and the cost of \$75 will be absorbed by the Q.W.O.A.. This person does not need any refereeing or pairing

experience to do this job, however it would be an asset. Their responsibilities consist of the following;

- a) Recruit volunteers in aiding the pairing process (scribes, runners, timers and scorers).
- b) Ensure each mat has the proper equipment available and is in good working order (table, chairs, score board, time clock, injury clock, bout number indicator, throw in towel, pens, spray bottle, clean up towel).
- c) Ensure the tournament starts on time as scheduled.
- d) Address problems as they arise.

9. Q.W.O.A. Charges for Services Rendered

9.1 Cost of On-Mat Officials

The cost for on mat officials shall be based upon the ranking assigned to the particular tournament in accordance with table 9.2

9.2 Tournament Rankings

Tournament	Classification	Minimum Grade Needed
Concordia	B	C
Quebec Open	B	Aspirant
St. Cesaire	B	Aspirant
Riverdale Invitational	B	Aspirant
Loyola	C	C
G.M.A.A. Finals	B	C
Provincial Seniors	A	A
Provincial Juniors	A	B
Provincial Juveniles	A	C
Provincial Cadets	A	C
Provincial Bantams	A	C
Women=s Provincials	A	C
Provincial Pee-Wees	B	Aspirant
Montreal Games	B	Aspirant
Montreal Invitational	B	Aspirant

The range of service charges are as follows;

- a) Class A Tournaments require 3 officials per mat and will be charged at \$225.00 per mat.
- b) Class B Tournaments require 2 officials per mat and will be charged at \$150.00 per mat.
- c) Class C Tournaments require 1 official per mat and will be charged at \$75.00 per mat.
- d) A minimum of one mat per 50 athletes registered in a tournament is required. Failing this, the amount per mat described in articles 9.2.1a) through 9.2.1c) will be adjusted in accordance with an agreement between the tournament organizer and the vice-president internal of the Q.W.O.A. prior to the event taking place.

Note: The aforementioned amounts are in effect unless the tournament organizer and the designated member

of the Q.W.O.A. executive committee sign a specific contract dictating otherwise. Tournaments that are not listed in the aforementioned table are to be classified by the executive committee at the time that they are made aware of the tournament.

9.3 Administration Fee

A \$25 administration fee will be added to each mat at any of the three classes of tournaments (A, B, C). For the 2005-2006 season only, there will be an additional tournament management fee of \$50 per tournament, starting January 9, 2006.

9.4 Pairing Master Costs

The cost for pairing masters will be determined based upon when the initial draw is done.

9.4.1 Pairing for the tournament is begun the night before the tournament

The cost for each pairing master will be \$75.00 for the work done on the day of the actual tournament. In addition, the tournament will be charged for services rendered the night before in preparing the initial draw on the basis of the number of hours needed to complete the initial draw and using the formula of \$12.50 per hour of work required and allowing 4 hours per 100 wrestlers registered in the tournament.

9.4.2 Pairing for the tournament is begun the morning of the tournament.

The cost for each pairing master will be \$90.00 for the work done on the day of the actual tournament.

9.4.3 The criteria for the number of Pairing Master's will be determined by using the following table:

Athletes		Pairing Masters	
1	- 49	=	1
50	- 99	=	2
100	- 149	=	3
150	- 199	=	4
200	- 249	=	5
250	- 299	=	6

If there is more than one category at a tournament, more pairing masters may be required.

9.5 G.M.A.A. Contract

9.5.1 This association will review the contract terms between this body and the Greater Montreal Athletic Association (G.M.A.A.) once every two years (odd years). This negotiation will be done in good faith and all adjustments to the contract must be justified to reflect the needs to both parties.

10. Responsibilities of the Tournament Organizers

10.1 Prior to the start of the Tournament

One month prior to the tournament the tournament organizer must provide the Q.W.O.A. with the date, the estimated tournament size, the number of mats to be used and the type of draw.

10.2 Three days prior to the Tournament

Confirmation of the items mentioned in article 10.1 must be done no later than three days prior to the event and may not be changed thereafter without financial penalty.

10.3 Day of the Tournament

On the day of the tournament, the tournament organizer is responsible for providing timers

and scorers at each table; time clocks and score boards for each mat; desks and chairs for the officials; supplies for the pairing (bout sheets, wall charts etc., in conjunction with the Q.W.O.A.); helpers for the pairing to act as runners to the tables and to write the results on the wall charts; one meal per official for every 7 hours that the tournament lasts; a quiet location in which to organize the initial draw if it is to be done on the day of the tournament; a secluded location from which to do the pairing during the tournament; a room for the on mat officials clinic and changing facilities for the officials separate from the athletes and coaches.

11. National Tournament Selection Criteria

11.1 Bidding Process

Any official interested in and eligible for attendance at national championships must bid for the tournament that they wish to attend by the date established by the executive committee each year and using the form provided for doing so.

11.1.1 Selection of the officials for the national championships shall be based upon the following criteria:

- a) Ranking required by C.A.W.O.A. to attend the tournament.
- b) Number of officials that Quebec is required to supply to the tournament based upon the number of Quebec athletes attending.
- c) Consideration of the official who is required to attend the event in order to maintain their grade.
- d) Consideration of the last National Championship that the official in question was funded by the Q.W.O.A., F.L.O.Q., or other to attend.
- e) In the event of ties after evaluating the previous four criteria, the following point system will be used to break the tie and the person with the greatest number of points achieved in provincial events will receive priority for funding.

I)	Tournaments other than Provincial Championships	3 points per event
II)	Provincial Championships	5 points per event
III)	G.M.A.A. regular season meets Qty. 1-4	2 points total
IV)	G.M.A.A. regular season meets Qty. 5+	3 points total
V)	Coaches coaching in tournaments	1 point total per event
VI)	Athletes competing in tournaments	1 point total per event

Note: *In the event that an official is selected to officiate at a national championship but fails to participate as an official in one Quebec tournament by the time that the national tournament takes place then that official may not attend a national championship and shall be replaced as so deemed by the executive committee.*

12. Mentoring Program

12.1 Eligibility

A mentoring program shall be available for two "Provincial A" grade officials who wish to pursue a national ranking. If there are no "Provincial A" grade officials interested, the executive may approach "Provincial B" grade officials.

12.2 Selection Process

The executive shall choose the officials selected to participate in the mentoring program. They shall then be assigned to work with a high ranking official at each tournament that they attend in order to attempt to fast track their movement to a national ranking. The participant of this program should be apart of a four person team to help facilitate the learning process whenever possible.