

SSNB ODC Policy and Procedure- effective Oct 2014

Definitions

New Brunswick Official- To be considered a New Brunswick Official the person must meet all of the following criteria: a paid-up member in good standing of an accredited New Brunswick Club and Speed Skate New Brunswick (SSNB), a permanent resident of New Brunswick (unless they reside in a neighboring Maritime province and the nearest club is located in New Brunswick) have officiated in one or more meets, and indicated interest in continued volunteering as an official.

Accredited New Brunswick Official- shall meet all of the following criteria: meet criteria for New Brunswick official, have successfully completed a Level 1 Officials course, have application for Level 1 approved by SSNB ODC and be an active official in the preceding and/or current season and/or be on the SSNB ODC Data base as accredited.

Senior Accredited New Brunswick Official- shall be the highest level Accredited New Brunswick Official in a given discipline who is currently active in the province and willing to participate in provincial administration, or considered by ODC to be the most appropriate senior official currently active in the province.

The ODC may grant exemptions to some of the criteria listed above if extraordinary circumstances are demonstrated, or if it is decided it is in the best interests of the provinces officials program to do so.

Officials Certificate Program

The Officials Certificate Program consists of five (5) levels plus an additional intermediary level of 3A, 3B for Referees and Starters and three (3) levels for all other officials: Meet Coordinators, Timers, Finish Line Judges, Announcers, Recorders, Track Steward, Lap Counters and Clerk of Course. Each level of each discipline has specific technical, practical and performance requirements. For more information please visit the Officials Certification Program under the Officials section of the Speed Skating Canada (SSC) website.

New officials may be added to the SSNB Officials list when they are identified and become active. They will be assigned Level 0, if they are not accredited. They are added to the SSC officials list when they obtain level 1.

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Mentorship Program

The Senior Accredited official (SAO) in each discipline shall be responsible to implement mentorship so as to insure an ongoing dissemination of knowledge and availability of qualified officials. The SAO will be designated by ODC based, on recommendation of current officials in a given discipline, and retain this position so long as they act with due diligence to implement the following criteria or withdraw. The SAO shall: 1) Actively identify and encourage new officials in their respective discipline on a continuous basis; 2) Recommend individual for advancement and clinic attendance; 3) As soon as practical prior to the beginning of a given season, provide the ODC Chair a written copy of the seasons assignments base on their officials development plan, confirmed availability and current selection criteria. They will update the ODC Chair of changes as they are made; 4) Coordinate with all host club Meet Coordinators to identify the most suitable officials based on the clubs own preference, the SAO's development plan and current selection criteria; 5) Make assignment recommendations to ODC for those meets to which ODC has discretion or authority; 6) Provide a copy of all evaluations to the ODC Chair; 7) Provide a very brief written, season-end report to ODC no later then April 15, outlining their activities and accomplishments in the past season as well as recommendations for improvement to the program. The ODC shall provide mentoring officials direction and, at its discretion, financial support.

Participation in SSC's Mentorship program is encouraged.

A Club may request a "Mentorship meet" in which ODC will arrange all chief officials and the club provides all assisting officials. The request should be make in writing prior to, or at the beginning of a given season. Funding will be negotiated.

Officials Clinics

Clinics for Officials will be offered by SSNB ODC for levels 1 (all disciplines) and level 2 (discipline specific). Level 1 clinics will be offered at least every two years, if demand justifies. The minimum age for attendance and receiving credit for clinics will be 16 years. Those between the age 12 to 15 may, with the written consent of a parent, attend a clinic without receiving credit until the season in which they are age 16. Level 2 clinics may be administered by the senior official in the respective discipline, or as designated by them, and will be offered as demand or circumstances dictate.

Officials Upgrades/Demotions

Individuals are responsible for tracking their own progress within the certification process. However, the senior official, the committee member for each club and the Chair of the ODC should endeavor to aid in the documentation of an officials advancement. Level 1 Officials shall complete and submit the online application. Upon fulfillment of requirements for certification as a specific level, the official may request an up-grade. See current SSC Red Book, contact the SSNB ODC Chair, or senior accredited official in your discipline. The written request must be accompanied by evidence of achievement of technical, practical and performance requirements. The supporting documentation should include: a statement of clinic instructor as to clinic attendance (technical), resume of meets officiated including the position, and meet sanctioning (practical), and positive evaluation(s) from a senior official in

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the discipline, or letters of reference from the same, preferably obtained within the current season (performance). Request for Level 1 and 2 upgrades may be submitted in writing to ODC at any time. These requests will be adjudicated by SSNB ODC and formally approved by the SSNB Board. Requests for Level 3 upgrades should be submitted to ODC no later than the end of March (given the current SSC ODC deadline of April 15). Level 3 applications will be evaluated by SSNB ODC and if approved by both the committee and the Board, they will be forwarded with the committees recommendation to SSC ODC. The final decision for Level 3 upgrades rests with SSC ODC.

At the ODC's discretion, in special circumstances, the ODC may consider early upgrades if it is believed to be in the best interest of the officials program. For officials seeking upgrading to Level 2, in the event a Level 2 clinic in the given discipline could not be offered by the ODC in a reasonable time frame, nor the official reasonably expected to attend the clinic in another province, considerable documented experience and positive performance evaluation along with a written recommendation by the senior provincial official in the given discipline may be considered in lieu of a Level 2 clinic.

Please note, that accomplishments for each level supports advancement for that Level only. For example, for a Level 1 official seeking upgrade to level 2, only those clinics, experience and evaluations obtained after reaching Level 1 are considered supporting material.

SSNB ODC maintains an officials list that is updated annually and is forwarded to SSC. Stars (*) are added to the NB officials list for those individuals that are inactive in a given season. For Officials 1 and below, inactivity in a given season, in any discipline, may not result in a star being added, regardless of the number of disciplines the official is involved in. For officials Level 2 and above, inactivity in a given season, in any discipline in which they are involved, will result in a star being added. Each consecutive year of inactivity will result in a star being added. A third consecutive year of inactivity will result in a demotion of one level. This demotion process continues until the official is removed from the list. An official may also be removed from the list at any time if the official withdraws from officiating, as personally expressed, or noted by their respective club president or ODC Rep. A level 0 or 1 may be removed from the list if they have been inactive for 5 or more consecutive seasons. A previously inactive official who becomes active, who has been demoted or removed from the list may resume in a given discipline at the current level listed in the SSNB Officials Data Base. The committee may, at its discretion, bestow ongoing, honorary officials status despite an official's inactivity or retirement.

Recognition

SSC Officials pins are awarded to NB officials after 5,10,15 and 20 years of service. This occurs at the recommendation of SSNB ODC, pins are provided by SSC.

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SSNB Officials pins will be awarded for level 1 and 2. Level 3 and above receiving SSC badges.

The ODC may choose to provide special recognition for extraordinary service of officials and/or retiring officials as is deemed appropriate. This may include Board approved acquisition of modestly priced gifts.

Evaluations

Constructive verbal guidance is appropriate and essential for the development of beginning officials. As an official matures they require more formal feed back to facilitate their development and advancement (up-grading). It is the responsibility of an assisting official to request a formal written evaluation prior to the start of a meet. The Chief official is then obligated to conduct the evaluation, unless a sufficient number of recent evaluations of the officials are available. At the end of the meet the Chief official should discuss the intended content of the evaluation with the assisting official(s). Written evaluation must be provided to the Chair of SSNB ODC within 10 days of the completion of the meet. The assessment should be provided to the assessee, unless the assessor believes doing so is not in the best interest of the assessee's development. All assigned Chief officials are required to provide the ODC Chair an acceptable evaluation of all officials assisting them. This form is due no later than 10 days following the conclusion of a meet and is a prerequisite for reimbursement of assignment costs. If a form is not available online at the SSNB or SSC website under the officials sections, a narrative may be provided addressing appropriately similar criteria as listed on the Referee/ Starters evaluation forms. Evaluations are considered to be confidential, are for ODC use only and will not be shared outside ODC without the assessee's written consent.

Funding

ODC will fund those programs and activities deemed in the best interest of the officials programs and as necessary to fulfill its mandate as outlined in the ODC Terms of Reference while cooperating with our Technical Director, SSC ODC Atlantic Representative, other committees, clubs, provinces and SSC to minimize overall costs.

As the ODC Budget permits, funding shall be provide for, but not limited to, the following:

Hosting of Level 1 and 2 clinics.

Attendance of qualified officials to Level 3 Clinics, Officials Symposiums and similar out of province events.

Attendance of selected officials to meet assignments, for mentoring purposes, for out of province meets and special events.

Administrative/office costs.

Activities the Committee deems in the best interest of the officials program.

Conduct/Discipline

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All officials, regardless of level, are required to adhere to the Canadian Code of Ethics for Sport Officials (posted on SSNB website). This applies on and off ice when acting as an official. ODC may choose to limit assignments and/or funding in the event of documented misconduct. Severe cases may result in ODC recommendation to the Board for time-limited suspension or permanent removal from the SSNB/SSC official list.

Appeal

The first venue for reconciliation of a dispute with ODC, is with ODC itself. Decisions which have a clear, significant and negative impact on a NB official, must be considered by the committee. If, after a reasonable duration of good-faith discussions, the matter can not be reconciled to the satisfaction of the official, they may present a written appeal to the Board. The Board may accept to consider the appeal, or reject it. The Board's decision is final.

Committee

ODC meetings are open to SSNB members currently in good standing.

The Chair may call a closed meeting to discuss confidential issues.

When an urgent decision is required concerning officials matters and the full ODC or a quorum can not reasonably be established, the Chair may use their discretion to make the necessary decision. All ODC members shall be promptly informed of the decision rendered.

A committee member may be asked (or ask) to withdraw from discussions due to a perceived or actual conflict of interest. If this occurs, the departing committee member may appoint another member of their club to act in their place with full discussion and voting rights.

The committee may recommend to the Board the removal of the Chair or any member on any of the following grounds: dereliction of duty, incompetence, or conduct harmful to SSNB.

In the event a club does not provide a committee member, the respective club President will be considered the default member and will be treated as such.

Selection of Officials

This table is intended to maximize individual club and officials discretion, incorporate NB's Senior Accredited Officials (SAO) yearly development plans, permit ODC to coordinate Maritime-wide development of NB officials and promote compliance with SSC guidelines.

<u>Meet Type</u>	<u>Sanctioning</u>	<u>Positions</u>	<u>Minimum Level</u>	<u>SAO/ODC Involvement*</u>
1- Within club or 3 or fewer clubs	None/SSNB	Chief Ref/Starter	None/1	None required Assistance avail.

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2- Four or more clubs	SSNB	Chief Ref/Starter	Experienced 1 2 preferred	SAO may recommend or assign
		Other Chiefs	1, 2 Preferred	SAO may recommend
3- CWG Team selection and out-of-province (SSC only)*		Chief Ref/Starter	3 preferred	ODC will assign
		Other Chiefs	2 preferred	May assign
		Assist. Ref/Start		
4- National level within province		As permitted	Level 2	ODC may recommend
5- Provincial/Regional#	SSC	Chief Ref/Starter	Level 3	SAO may assign
		Assist Ref/Start	Level 2	
		Other Chiefs	2 preferred	SAO may recommend or assign

+ For Type-2 and 5 meets, the hosting NB club Meet Coordinator/Organizing Committee shall make a concerted effort to coordinate with NB's Senior Accredited Official (SAO) in each respective discipline (as posted on the SSNB website) to identify the most suitable officials based on: the clubs own preference, the SAO's development plan and the selection criteria listed below. If the club and SAO can not reach an agreement and one of the parties requests ODC involvement, the ODC Chair may facilitate a binding solution.

For Type-3 meets, the ODC will approve the assignments based on SAO's recommendations and current selection criteria.

Out-of-province assignments will be a mutual agreement between the SSNB ODC Chair (based on SAO recommendations and current selection criteria), the respective provinces' ODC Chair (if one exists) and the host Meet Coordinator/Organizing Committee. Individual NB officials may arrange their own out-of province assignments so long as the assignment is approved by the SAO as consistent with their seasonal schedule/development plan. If ODC funding is involved, the assignment must be consistent with current assignment criteria, and have ODC Chair approval.

Unless other arrangements are made, the cost of assigned officials is born by ODC as per the "Funding of Assigned Officials" criteria.

* And any meet designated by the Technical Director and Competitions Committee Chair. Meet hosted by nearby States, which are not USSS sanctioned, also fall in this category.

Definitions- Provincial meet is defined as formal meet open to all provincial clubs but no other provinces skaters are permitted, the purpose of which is to obtain times for establishment of ranking or qualify for higher level meets such as Espar, may have time requirements. Regional meet is defined as formal meet open to skaters from New Brunswick as well as other provinces. Purpose is same as above. Examples of Regional meets- PEI meet attended by

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other provinces (NB/NS), Fredericton/Saint John/Campbellton/Moncton meets attended by other provinces (NS/PEI/Quebec).

Selection criteria for official assignment

- 1) *Serve skaters needs* by providing official of appropriate level, experience, documented performance and demonstrated commitment as outlined by the current published SSC Officials Certification Program and Branch records of evaluations and activity.
 - 2) *Serve officials development* by pairing of senior and junior officials (mentoring), maintaining proficiency/skill, addressing individual needs for advancement, equitably distributing assignments between qualified officials without regard to income, taking into account geographical development of officials and being consistent with mid and long-term plans for Maritime-wide development of officials.
 - 3) *Recognize practical considerations* of officials availability, proximity to meet, overall cost taking reasonable measures to minimize it, and any other factors deemed appropriate.
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Funding of assigned officials

All SSNB ODC assigned officials will be funded equally regardless of discipline or whether they have a skater competing, with the exceptions noted below. Compensation should be made within 30 days following receipt of acceptable travel expense form and an acceptable evaluation form, if applicable.

Expenses covered-

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Accommodations, travel and other reasonable out-of pocket expenses such as parking, tolls, as noted below and at ODC's discretion. Meals are not covered.

Accommodations-

Unless coordinated by ODC or a third party, it is the responsibility of all officials working multi-day or distant meets, to arrange their own accommodations. If possible, this should be done coordinating with the host club. The host club should make a reasonable effort to arrange complementary accommodations for out-of-town assigned officials. This may include requesting complementary rooms at a host hotel and/or billeting.

Travel

Road travel will be paid at current SSNB rate, flat rate as given below, or as decided by ODC. Assignments that involve air travel must have cost pre-approved.

Flat Rate Driving milage Compensation-

(round trip in km)

800-1,000= \$200

1001-1200= \$250

1201-1500= \$300

over 1500km= TBD by ODC Chair and SSNB Financial officer.

Exclusions, conditions and limitations for reimbursement-

Assigned officials are not eligible for compensation if they official lives within 50 km of the meet facility.

Funding adjustments-

In the event an assigned official has a skater competing- Branch-provided skater funding may be deducted.

In the event the assigned official has no skater competing- funding may be augmented to offset personal costs. Additional factors taken into account may include years as accredited official and the duration official funded a competing skater.

Disciplines which require the officials presence the night prior to a meet, such as Meet Recorder, Electronic Timer, Referee and Starter, may have additional night of accommodation taken into account.

Any compensation provided by a host club (honorarium, room, etc) may be deducted from ODC compensation.

Compensation is subject to availability of ODC funds.

Compensation is subject to submission to ODC of an acceptable Officials Evaluation form, if applicable.

Recommended official(s) receive no compensation from ODC.

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Amendment of Policy

This policy document may be revised on an as-needed bases, as committee members or the Chair decides. Committee members must be informed of recommended changes and a vote occur. The committees recommendations of revision must be communicated in writing to the Board for their consideration and approval. The Board may approve or return the recommendations to the Committee for revision. Following Board formal approval of revisions, the Chair shall promptly revise the document, distribute to all members and have it posted on the SSNB website.

The ODC reserves the right to modify or change its polices or procedures in the event of an exceptional circumstance, if such changes are clearly in the best interest of the officials program. In this situation any changes will be made public immediately upon being confirmed by the ODC. Subsequently, the changes must be Board approved as described above.

The ODC Terms of Reference resides as a separate document and represents the guiding ODC mandate. All ODC policy will be developed to support and be consistent with the ODC Terms of Reference. In addition all policies must be consistent with SSNB Constitution, By-laws and SSC policy.