

# **Ohio Water Polo Referees' Association Policies and Procedures**

This document was approved unanimously at the Ohio Water Polo Referees' Association Annual Board of Directors Meeting on November 22<sup>nd</sup> 2009.

## **1. Article 1. Supervisor's Duties**

- 1.1. The Supervisor of Officials, hereafter referred to as the Supervisor, shall be the President of the Board of Directors, hereafter referred to as the Board, and shall be responsible for the administrative duties of supervising officials during the water polo season;
- 1.2. Subject to the control and supervision of the Board, the Supervisor shall be the Chief Executive Officer of the Ohio Water Polo Referees' Association, hereafter referred to as OWPRA, and shall supervise, direct and control the activities and affairs of OWPRA;
- 1.3. The Supervisor or his/her designee shall preside as Chair at all meetings of the Board and the Annual Business Meeting. The Supervisor shall perform all duties incident to his or her office as described in OWPRA's Bylaws and Policies and Procedures, hereafter referred to as the P&P, or which may be prescribed from time to time by the Board;
- 1.4. Be responsible for communicating with Ohio high school water polo coaches the current rules and interpretations that will be used. An open forum will be held at the beginning of each season, which allows coaches to ask questions and gain clarification of how rules should be applied;
- 1.5. Any concerns about an official's ability to take a game to a fair conclusion shall be reported to the Supervisor. Any ethical concerns should be reported to the Supervisor, and the Supervisor will forward these concerns to the Judicial Committee, hereafter referred to as the JC, for action;
- 1.6. Be responsible for coordinating the training of officials. The Supervisor and/or his/her designee shall hold a minimum of one (1) annual training meeting and conduct a minimum of four (4) training hours during the course of the season for those officials not completing at least one training course with USA Water Polo or the Water Polo Academy. Training consists of acquiring an understanding of the rules and concepts of the sport as well as their practical application in the role as an official. Each official will demonstrate competency of the rules and concepts of the sport through a rules test given prior to officiating any games (excluding scrimmages). Each official will practice the proper application of the rules during scrimmages, clinics and/or non-conference contests prior to or at the beginning of the season;
- 1.7. Be responsible for coordinating the evaluation of officials. The Supervisor may use, at his or her discretion, observers to assist in the evaluation process. Evaluation consists of formal and informal observations during the course of the season. The informal observations can be written or verbal in nature and are given during training sessions, early season contests, or through conversation when officiating with that official;

- 1.8. Be responsible for the assignment and/or delegation of assignment responsibilities of contests to officials. The Supervisor is responsible for collecting all contracted school schedules relating to his or her sport. The Supervisor will assign officials to contests based on the experience of the official, the rating/rank/level of the official, the difficulty of the contest, and the availability of the official;
- 1.9. Be responsible for the recruitment of officials. Emails or letters shall be sent to each official calling for their return and the encouragement of them finding new officials. The local media may be used to announce the need for officials at the beginning of each season;
- 1.10. Be responsible for the certification of officials. Through all of the processes listed above, the Supervisor will certify that each official is knowledgeable of the rules, competent in the skills, and capable of officiating contests to a fair outcome;
- 1.11. Be responsible for the assignment of officials to all games. This includes weekday games, weekend tournaments, and post-season contests (regional and state tournaments). Absent “extraordinary circumstances” (e.g., lack of sufficient number of referees), only those officials evaluated at the level of “Level 3” or “Level 4” may be assigned to post season contests. Assignments are based on the availability of the official, number of post-season contests, and evaluations throughout the season. See, also, Article 6, below.

## **2. Article 2. Secretary’s Duties**

- 2.1. Certify and keep at the principal office of OWPRA the original or a copy of these P&P’s as amended or otherwise altered to date;
- 2.2. Keep at the principal office of OWPRA or at other such place as the Board may determine, a book of minutes of all meetings (annual business, annual board, judicial committee), recording therein the time and place of the meeting, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting and the proceedings thereof;
- 2.3. See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;
- 2.4. Be custodian of the records of OWPRA;
- 2.5. Keep at the principal office of OWPRA a directory containing the name and address of each and any Officer, and in the case where any officer has been terminated, he or she shall record such fact in the directory together on which such participation ceased;
- 2.6. Keep at the principal office of OWPRA a directory of water polo officials containing the name and address of each official, and in the case where any has been terminated, he or she shall record such fact in the directory together on which such participation ceased;
- 2.7. Exhibit at all reasonable times to any office of OWPRA, or to his or her agent or attorney, on request thereof, the Bylaws and P&P’s, the directories and the minutes of the proceedings of the Board;
- 2.8. In general, perform all duties incident to the office of Secretary and such other duties as may be required by law or which may be assigned to him or her from time to time by the Board.

### **3. Article 3. Treasurer's Duties**

- 3.1. Have charge and custody of and be responsible for all funds and securities of OWPRA and deposit all such funds in the name of OWPRA in such banks, trust companies or other depositories as shall be selected by the Board;
- 3.2. Receive and give receipt for monies due and payable to OWPRA from any source whatsoever;
- 3.3. Disburse or cause to be disbursed the funds of OWPRA as may be directed by the Board, taking proper vouchers for such disbursements;
- 3.4. Keep and maintain adequate and correct accounts of OWPRA's properties, business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses;
- 3.5. Exhibit at all reasonable times the books of account and financial records to any officer of OWPRA, or to his or her agent or attorney, on request thereof;
- 3.6. Render to the Supervisor or Board, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of OWPRA;
- 3.7. Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports including the filing of all required tax documents;
- 3.8. In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, or by these Bylaws, or which may be assigned to him or her from time to time by the Board.

### **4. Article 4. Membership**

- 4.1. All members of OWPRA are independent contractors in their officiating capacities. They are not employees of OWPRA, and they are not employees of any officer of OWPRA or of any other person or entity for whom the members provide their services. All members of OWPRA recognize this status and understand that neither OWPRA nor its officers are employers, and therefore, the members may not collect worker's compensation from OWPRA or any other person or entity for injuries sustained while officiating.
- 4.2. To be eligible for membership in OWPRA, an individual must, prior to each season:
  - 4.2.1. Sign and return an OWPRA membership application form to the appropriate officer;
  - 4.2.2. Pay annual dues and/or such other amounts, such as a special assessment as may be designated from time to time by the Board;
    - 4.2.2.1. Dues for membership in OWPRA for each year shall be an amount determined by the Board. Annual dues may include, but are not limited to, payment for the rule book, insurance, observer fees, and supervisor fees;
  - 4.2.3. Act in accordance with the character and reputation consistent with OWPRA's function as the governing body for independently contracted water polo officials;
  - 4.2.4. Abide by and agree to the terms and conditions of the OWPRRA Code of Conduct (Article 10 of Bylaws);
  - 4.2.5. In order to be a level 2, level 3 or level 4 official (see Section 4.3, below), each member must take a rules test with a passing score of 75%, 80%, 90%

respectively. The rules test is open book and members may take the test as many times as necessary to pass. The first score obtained will be used to determine the level of the official;

4.2.5.1. This rules test shall be prepared and graded by OWPRA's Supervisor or his/her designee;

4.2.5.2. The date for the distribution of the rules test, and the date on which the rules test is due, will be determined by the Board. These dates shall be made available to members and potential members of OWPRA as soon as they are available.

4.3. Membership status for each member of OWPRA shall be determined by the Supervisor or his/her designee(s). This status may be based on the individual's level of experience and expertise as a water polo referee, game evaluations, and performance on the annual rules test;

4.3.1. Level 1 - Active (dues paying) members who do not meet the criteria for Level 2. This level shall include those members who have not passed the annual rules test, but who may be eligible to officiate at the discretion of the Supervisor;

4.3.2. Level 2 - Active members who are developing their skills as officials and who have passed the annual rules test (score of at least 75% correct) or are exempt from the rules test. Typically, these are less experienced officials who are competent to officiate mid-level high school or age group competitions, when accompanied by a Level 3 (or higher) official;

4.3.3. Level 3 - Active members who have invested the time and dedication to advance their skills, who have passed the annual rules test (score of at least 80% correct) or are exempt from the rules test, and who are competent to officiate any level of high school or age group competition;

4.3.4. Level 4 - Active members who have demonstrated superior skill and judgment in the performance of their duties, who have passed the annual rules test (score of at least 90% correct) or are exempt from the rules test, and who are competent to officiate at the collegiate varsity or open age group level;

4.4. Officials may be exempted from the rules test at the Supervisor's discretion;

4.5. The term of membership for any member of OWPRA is January 1 through December 31, regardless of when during the calendar year the member joins (i.e., all memberships expire on December 31);

## **5. Article 5. Rules for Games**

5.1. The National Federation of State High School Association (NFHS or NISCA) rules for the current year shall be used. Instructions for referees as taught by the Water Polo Academy will be the goal for application of the rules.

5.1.1. Any modifications to these rules or the interpretations of these rules, as determined by OWPRA's Rules Committee (Article 8.3 of the Bylaws), shall be made public at [www.owpra.com](http://www.owpra.com).

## **6. Article 6. Referee Assignments**

6.1. Assignments for all high school games will be made by the Supervisor or his/her designee.

- 6.1.1. Assignments will be made based on level of expertise (see 4.3, above) and availability.
- 6.1.2. The Supervisor or his/her designee shall make assignments of referees to the Regional Tournaments and State Championships.
- 6.1.3. The Supervisor shall appoint a Head Referee for each of the above post-season tournaments.
  - 6.1.3.1. The Head Referee at each tournament shall be responsible for determining the refereeing schedule for the respective tournament.
- 6.1.4. Absent “extraordinary circumstances” (e.g., lack of sufficient number of referees), only referees who are “Level 3” or “Level 4” shall be assigned to post-season tournaments.
- 6.1.5. If a referee is unable to officiate a game or tournament to which he/she has been assigned, the referee shall notify the Supervisor immediately.
  - 6.1.5.1. A referee who does not notify the Supervisor in a timely manner that he/she will be unable to officiate a game or tournament, or a referee who fails to show up for a game or tournament to which he/she is assigned, may be in violation of OWPRA’s Code of Conduct.

## **7. Article 7. Referees’ Compensation**

- 7.1. Referees will be paid \$25 per game regardless of the level of play at regular season tournaments. Referees will be \$35 for varsity dual games and \$30 dollars for junior varsity dual games.
  - 7.1.1. A game is four quarters of regulation play or less if the game is not played to completion.
  - 7.1.2. For a tournament and/or dual games with only one referee, the referee will be paid 1.5 times the regular rate.
- 7.2. For the regional tournaments and state championship games, each referee will be paid \$40 per game.
  - 7.2.1. For regional tournaments and state championship games, a game is four quarters of regulation play and any overtime periods.
  - 7.2.2. For regional tournaments and state championship games with only one referee, the referee will be paid \$60 per game.
- 7.3. If a game is canceled or forfeited while a referee is in transit to or after a referee arrives at the venue, the referee will be paid for that game.
- 7.4. Referees will be paid \$20 *per diem* if they have to travel more than 40 miles (one way) to a tournament.
- 7.5. If a referee must travel more than 60 miles to reach a tournament and must spend the night, the home team (or tournament organizing committee) will make arrangements and pay for overnight accommodations for the referee.
- 7.6. The compensation shall be adhered to by all members of OWPRA. If at anytime an official requests compensation outside the above mentioned levels, the official shall be placed on immediate interim suspension (Article 8.2.4.7.2 of the Bylaws) until a hearing before OWPRA’s Judicial Committee.

## **8. Article 8. Dress and Equipment Code and Referees’ Responsibilities**

- 8.1. OWPRA expects that all members (referees) will display the highest level of professionalism. This includes being prepared and dressing in a manner that is neat, clean, and does not draw attention to oneself. To this end, OWPRA has adopted the following dress and equipment code for referees.
  - 8.1.1. Referees shall wear a white collared shirt, white pants, white belt (if worn), white socks and white shoes.
  - 8.1.2. The uniform shall be clean and neat at all times.
  - 8.1.3. Full length pants are recommended for all tournaments (games). Full length pants are required for any championship (post-season) tournaments (games).
  - 8.1.4. Any type of foot ware other than traditional “shoes” is unacceptable. All white canvas or athletic shoes are recommended.
  - 8.1.5. If additional items of clothing are worn (e.g., hat or jacket), they should be white.
  - 8.1.6. If the shirt bears a logo, the logo shall not be for any school participating in the tournament (game).
  - 8.1.7. A referee shall bring to each game a whistle and a copy of the current rule book.
- 8.2. Referees shall complete and submit to OWPRA’s Supervisor an “incident report” for any reportable incident. Reportable incidents include, but are not limited to, any “red card,” a brutality foul, game misconduct for violence or misconduct, an injury to a player, or a game protest.
  - 8.2.1. The incident report shall be completed and submitted within 48 hours of the occurrence.
  - 8.2.2. An “incident report” and information on how to submit this form can be found at [owpra.org](http://owpra.org).

## **9. Article 9. Amendments and Changes**

- 9.1. Any member of OWPRA may propose an amendment or change to these P&P’s. A proposed amendment or change must be in a form that shows the entire section as it will read if adopted, with any changes underlined if new or lined through if to be deleted, and shall contain a brief explanation of the purpose and impact of the proposed change;
- 9.2. OWPRA can act upon proposed amendments or changes to the P&P only at the annual Board meeting (see Article 6.2 of the Bylaws) or an emergency meeting of the Board.
- 9.3. The P&P may be amended or repealed and new P&P may be adopted solely by a two thirds (2/3) vote of the officers.