

SUBMITTING ALLEGATIONS OF REFEREE MISCONDUCT TO THE OHIO WATER POLO REFEREES ASSOCIATION (OWPRA)

OWPRA has prepared a form, which must be used when submitting allegations of misconduct by a water polo referee. This document provides information on how to complete and submit the form. If you have any questions about this form or any other aspect of referee misconduct, please do not hesitate to contact OWPRA's supervisor (Greg Sanchez, greg.sanchez@owpra.org).

The form is supplied as a Microsoft Word (Windows) document (.doc). The document has been locked so you won't be able to enter information anywhere except in the "blanks." When you first open the document, the cursor appears automatically in the first blank ("Today's date"). You can move the cursor forward and backward by using the <Tab> key and <Shift+Tab> key combination, respectively. Or, you can scroll through the document using Word's scroll bars and click on any blank you want to select. If you hit the <Enter> key by mistake, a line break will be inserted in the blank; use the <Backspace> key to delete the line break.

The blanks are shaded gray, and each contains a descriptive phrase (in blue) of the information that should be entered. Even though the blanks are small, each will expand as you type in text. According to the Word documentation, each blank will hold an "unlimited" amount of text. When the form is printed, the shading is not printed. Thus, in the printed copy, the text that you entered will appear as black (B/W printer) or blue (color printer) on a white background.

Once the form is completed, you can save it and all the information that you have entered. Use the "Save As" option (File|Save As) and a unique file name. Send the complete form as an e-mail attachment to OWPRA's supervisor (greg.sanchez@owpra.org).

INSTRUCTIONS

“Contact Information”

Anyone can report an allegation of referee misconduct, but OWPRA must know who is reporting the allegation. You must supply your name, e-mail address and telephone number so OWPRA can contact you if necessary. Anonymous reports will not be considered. Your mailing address is optional.

“Referee Information”

You must supply the name of the referee who has allegedly violated the *Code of Conduct*.

“Allegations”

It is very important that you provide as much information as possible in this section. Please pay particular attention to those sections regarding the “physical conditions” and “description of the alleged misconduct.”

If there were witnesses to the alleged misconduct, please provide that information in the “additional information” section. If these witnesses are willing to do so, please have them send written statements of what they observed to OWPRA’s supervisor.

For more information on the judiciary process, please refer to the OWPRA bylaws, which can be found at www.owpra.org