

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

This document was approved unanimously at the Ohio Water Polo Referees' Association Emergency Board of Directors Meeting on January 30<sup>th</sup>, 2016.

## **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 or 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. 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);
- 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;
- 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 the state tournaments. For the state tournament, the supervisor shall consult with voting Board Members to determine assignments. If possible, 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.

## **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. "At Large" Member's Duties**

- 4.1. Perform duties assigned by the Supervisor with approval of the voting members of the Board.

#### 5. **Article 5. Membership**

- 5.1. 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.
- 5.2. To be eligible for membership in OWPRA, an individual must, prior to each season:
  - 5.2.1. Sign and return an OWPRA membership application form to the appropriate officer;
  - 5.2.2. Pay annual dues and/or such other amounts, such as a special assessment as may be designated from time to time by the Board;
    - 5.2.2.1. 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;
  - 5.2.3. Act in accordance with the character and reputation consistent with OWPRA's function as the governing body for independently contracted water polo officials;
  - 5.2.4. Abide by and agree to the terms and conditions of the OWPRRA Code of Conduct (Article 10 of Bylaws);
  - 5.2.5. 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 80%, 90%, 90% respectively. The rules test is open book and members may take the test as many times as necessary to pass;

- 5.2.5.1. This rules test shall be prepared and graded by OWPRA's Supervisor or his/her designee;
  - 5.2.5.2. 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.
- 5.3. 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 and water polo training classes;
  - 5.3.1. Level 1 - Active (dues paying) members who do not meet the criteria for Level 2, 3 or 4. 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;
  - 5.3.2. Level 2 - Active members who are developing their skills as officials and who have passed the annual rules test (score of at least 80% 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;
  - 5.3.3. Level 3 - Active members who are competent to officiate any level of high school or age group competition and have invested the time and dedication to advance their skills as demonstrated by participating in (and if applicable, "passing") some sort of referee education (clinic, online class) that has prior approval of the Supervisor AND have passed the annual rules test (score of at least 90% correct) or are exempt. The requirements must be completed within the calendar year;
  - 5.3.4. Level 4 - Active members who are competent to (and have done so within the last two calendar years) officiate at the collegiate varsity or open age group level and have invested the time and dedication to advance their skills as demonstrated by participating in or have taught (and if applicable, "passing") some sort of referee education (clinic, online class) that has prior approval of the Supervisor AND have passed the annual rules test (score of at least 90% correct) or are exempt. The requirements must be completed within the calendar year;
- 5.4. Officials may be exempted from the above requirements at the Supervisor's discretion;
- 5.5. 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);

## **6. Article 6. Rules for Games**

- 6.1. The National Federation of State High School Association (NFHS or NISCA) rules for the current year shall be used.
  - 6.1.1. 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).

## **7. Article 7. Referee Assignments**

- 7.1. Assignments for all high school games will be made by the Supervisor or his/her designee.
  - 7.1.1. Assignments will be made based on level of expertise and availability.
  - 7.1.2. The Supervisor shall appoint a Head Referee for each tournament.
    - 7.1.2.1. The Head Referee at each tournament shall be responsible for determining the refereeing schedule.
  - 7.1.3. If possible, 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.
  - 7.1.4. 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.
    - 7.1.4.1. 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.

## **8. Article 8. Referees’ Compensation**

- 8.1. The fee schedule for referee compensation will be posted on OWPRA’s website.
- 8.2. 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.

## **9. Article 9. Dress and Equipment Code and Referees’ Responsibilities**

- 9.1. 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.
  - 9.1.1. Referees shall wear a white collared shirt, white pants, white belt (if worn), white socks and white shoes.
  - 9.1.2. The uniform shall be clean and neat at all times.
  - 9.1.3. Full length pants are recommended for all tournaments (games). Full length pants are required for any championship (post-season) tournaments (games).
  - 9.1.4. Any type of foot ware other than traditional “shoes” is unacceptable. All white canvas or athletic shoes are recommended.
  - 9.1.5. If additional items of clothing are worn (e.g., hat or jacket), they should be white.
  - 9.1.6. If the shirt bears a logo, the logo shall not be for any school participating in the tournament (game).
  - 9.1.7. A referee shall bring to each game a whistle and a copy of the current rule book.
- 9.2. 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.

- 9.2.1. The incident report shall be completed and submitted within 48 hours of the occurrence.
- 9.2.2. An “incident report” and information on how to submit this form can be found at owpra.org.

## **10. Article 10. Conflict of Interest**

- 10.1. OWPRA recognizes that some activities in which referees engage may lead to a situation where athletes, coaches or spectators perceive a potential conflict of interest on the referee’s part. Activities that might compromise the impartiality of an official and lead to a perceived conflict of interest include, but are not limited to, gifts, favours, employment, and/or a personal relationship with a school’s water polo team. OWPRA will endeavour to avoid potential conflicts of interest when assigning referees to all Ohio high school water polo games.
- 10.2. The purposes of this policy are (1) to protect the integrity of the OWPRA’s decision-making process, (2) to enable teams/coaches/athletes to have confidence in OWPRA’s integrity in the assigning of referees to games, and (3) to protect the integrity and reputation of officials working the game(s)
- 10.3. The members of OWPRA have directed the assignors of referees to avoid game assignments that would cause a real or perceived conflict of interest. In order to provide a transparent approach to the process of assigning referees by OWPRA’s Supervisor of Officials and, when applicable, by head referees assigned to a specific tournament, OWPRA has established the following guidelines describing the types of situations that might result in a real or perceived conflict of interest and therefore, should be avoided when possible:
  - 10.3.1. A team participating has a coach, assistant coach or player who is an immediate family member of an official;
  - 10.3.2. A team participating is from school with which the official is currently employed in any capacity or a school at which the official’s children attend;
  - 10.3.3. A team participating has players whom the official has coached in the previous two (s) calendar years/seasons;
  - 10.3.4. A team participating has a coach which is a close, personal friend of the officials (e.g. the official engages in social activities outside of the sport with a team’s players or coach);
  - 10.3.5. A team participating is one from which the official graduated within the last four (4) years (this prevents the official from potentially officiating individuals he/she may have played with during that time);
  - 10.3.6. A team participating can be directly tied to another team with which the official has some type of personal relationship (e.g. an official volunteers for team “A,” and the outcome of the game to which the official is assigned could affect the payer of team “A” at some future point during a tournament).
- 10.4. An important point to note regarding conflicts of interest is that it is natural for conflicts of interest to occur. This is especially true in Ohio high school water polo where referees are often individuals who have played or coached previously at an Ohio high school. When dealing with potential conflicts of interest, OWPRA’s goal is to manage them rather than prevent them from happening at all. The fact that a potential conflict of

interest exists, may not in itself, be evidence of any wrongdoing. For many officials, it would be impossible to avoid having conflicts of interest from time to time. thingy

## **11. Article 11. Amendments and Changes**

- 11.1. 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;
- 11.2. 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.
- 11.3. The P&P may be amended or repealed and new P&P's may be adopted solely by a two thirds (2/3) or greater vote of the officers.