



# COACH of MATCH OFFICIAL ACCREDITATION

## Policy and Procedure Manual

2008 Edition

For a number of years Rugby Canada has been conducting National Referee Certification Programs (NRCP) and National Referee Coach Certification Programs (NRCCP). In 2005, the Rugby Canada Referee & Laws Committee made a definitive decision to continue with the use of the IRB technical development programs including the Referee Coaching curriculum.

The emphasis that Rugby Canada is now focusing upon is the administrative procedures associated with maintaining the database of accredited personnel. Throughout the period from 2006 to 2009 attempts will be made to:

- i. consolidate the delivery of Referee Coach accreditation courses;
- ii. more rigorously monitor the certification maintenance of accredited individuals;
- iii. closely monitor the Rugby Canada registration status of all accredited personnel;
- iv. maintain records of the in-service development of all accredited personnel; and,
- v. monitor the continuing practical involvement of all accredited personnel.

It is essential that when Provincial and Regional Referee Societies conduct Referee and Referee Coaching accreditation courses, that they adhere to Rugby Canada's policies, guidelines and expectations. These policies and guidelines have been introduced to assure that quality control parameters exist and to address IRB delivery expectations. These include the following issues.

- Rugby Canada Referee & Laws Committee expects that all courses that are delivered in Canada adhere to the IRB curriculum and course delivery guidelines.
- Regional and Provincial Referee Societies have the authority to conduct the IRB Level 1 *Coach of Match Officials* accreditation program.
- All Rugby Canada Referee Coaching courses are to be planned, promoted, conducted and endorsed by a Provincial or Regional Referee Society affiliated with Rugby Canada. Courses delivered by individuals or groups not affiliated with Rugby Canada and courses not endorsed by an affiliated Provincial or Regional Referee Society will not be recognized by Rugby Canada.
- Rugby Canada's Referee Coaching curriculum will adhere to the *IRB Coach of Match Officials* course outline.
- Course participants must have current IRB *Level 2 Referee* accreditation.

- All courses are to be delivered by an IRB accredited *Match Official Educator* who is also accredited as an IRB *Referee Coach* or an IRB *Match Official Coach*. Rugby Canada Referee & Laws Committee maintains a register of accredited *IRB Match Official Educators* who have the ability to deliver Rugby Canada recognized courses.
- All courses must be delivered by personnel with current knowledge of *IRB Laws of the Game* as well as recent involvement as a Referee Coach. In order to display “current knowledge” and “recent involvement” individuals must have (i) registration with Rugby Canada, (ii) a profile on the NRCP database as a Rugby Canada Referee Coach, (iii) IRB *Referee Coach* or IRB *Coach of Match Officials* accreditation as well as (iv) recent appointments as a Referee Coach.
- Rugby Canada Referee & Laws Committee maintains a National Referee Coach Certification Program (NRCCP) database of accredited Referee Coaches.
- From January 1 2007, Rugby Canada Referee & Laws Committee will not register a Referee Coach’s accreditation details onto the NRCCP data base without a once only \$10 data base administrative fee to be collected as part of the course enrolment fee.
- There is a definite distinction between an accredited referee coach listed on the NRCCP Data Base and a Referee Coach who is both accredited and registered with Rugby Canada. An accredited referee coach is not covered by insurance unless their registration documents (and their accompanying annual registration fee) have been lodged with Rugby Canada.
- Upon completion of the accreditation course a Referee Coach will be accredited for four years. Continuing accreditation beyond the four-year period is dependent upon the Referee Coach maintaining his/her Level 2 Referee accreditation via the relevant four-year re-accreditation process. Should the Level 2 Referee accreditation be maintained, the continuing Referee Coaching accreditation is automatic. [Refer to *Referee Accreditation Policy and Procedure Manual* and *Referee Four-Year Re-Accreditation Guidelines*.]
- Provincial Referee Societies will maintain responsibility for monitoring the re-accreditation undertaken by all of its members over the four-year period.

### **Course Objectives**

The program is aimed at referee coaches working with referees particularly (but not exclusively) in the early years of their referee development. It enables course participants to observe referees and to provide constructive feedback and coaching assistance that will contribute to their progress and development as a referee.

### **Pre-requisite Expectations**

It would be expected that all participants in the *IRB Coach of Match Officials* course would be referees who are accredited as Rugby Canada Level 2 Referees and who have had at least five years of Refereeing and/or Referee administration experience. Course participants must be currently registered with Rugby Canada or become registered immediately upon completion of the course before accreditation will be acknowledged.

## **Re-Accreditation Expectations**

Accreditation will be valid for four calendar years. For an individual to maintain accreditation and automatically be re-accredited for a continuing four-year period that individual must meet expectations that display currency of knowledge, recent experience and continuing development as a Referee Coach. Re-accreditation will be recorded on Rugby Canada's NRCCP Data Base if all of the following five issues are addressed.

1. Registration with Rugby Canada and membership of a Referee Society affiliated with Rugby Canada is received to cover the fifth year and there is evidence of registration in at least some of the previous years.
2. The Referee Coach's Referee Society can endorse the fact that the individual has been an active member of that Society for at least two of the past four years.
3. The Referee Coach's Referee Society can endorse the fact that the individual was assigned Refereeing Coaching duties for at least two of the past four years. This is to be verified by:
  - the submission of at least six Referee Coaching Reports from each of two active years (preferably the most recent two years); and,
  - the submission of at least three coaching reports in the final calendar year of accreditation.
4. The Referee Coach's Referee Society can endorse the fact that the individual has completed a Law Examination approved by the Rugby Canada Referee & Laws Committee within the past twelve months.
5. The referee Coach has maintained his/her IRB Level 2 Referee accreditation.

In exceptional circumstances, a shortfall in any one of the above criteria will be reviewed by the Rugby Canada Referee and Laws Committee on a case-by-case basis if the individual concerned can display alternative experiences, attendance at relevant referee (or referee coach) clinics or workshops, delivery of accreditation courses to referees (and/or referee coaches) or other relevant involvement.

Referee coaches seeking re-accreditation at the conclusion of their four-year period will be required to have their application submitted via, and endorsed by, the Referee Society in which they are registered. Individuals seeking re-accreditation will have their applications evaluated by members of Rugby Canada's Referee & Laws Committee.

## **Recognition of Alternative Referee Coach Accreditation**

Rugby Canada will recognize courses delivered in Canada before 2008 (e.g. IRB *Referee Coaching*) as well as accreditation gained by individuals from elsewhere in the world on a case-by-case basis. Decisions about accreditation equivalency will be monitored by the Rugby Canada Referee Development Manager in conjunction with the equivalent person in the original granting authority. However, individuals with alternative accreditation cannot automatically expect a four-year window of

accreditation and their re-accreditation procedures may require the individual to undertake the updated curriculum in a course being presented by an accredited *IRB Educator of Officials*.

### **Advanced Level Accreditation**

This document makes reference to all of the administrative and procedural expectations pertaining to the *IRB Coach of Match Officials* Level 1 Course. These details are not applicable to the upper level courses.

- *IRB Coach of Match Officials* Level 1 course remains the responsibility of Rugby Canada's Referee & Laws Committee but will be delivered in a co-operative manner with locally based Referee Societies in accordance with this policy statement.
- Rugby Canada will retain responsibility for upper level courses and will only deliver them in conjunction and/or consultation with IRB personnel.

### **Future Direction**

In the immediate future Rugby Canada Referee & Laws Committee is placing an emphasis upon the accreditation of Referee Coaches via the *IRB Coach of Match Officials* Level 1 course curriculum accompanied by a reliance upon development clinics, in-service education and workshops. The basis for this decision is founded upon quality control.

As an outcome the emphasis is being placed upon the delivery of supplementary development opportunities for accredited personnel rather than the delivery of higher-level accreditation. This will be evident in the organization and presentation of developmental programs for all already accredited Referee Coaches. It is not an attempt to restrict the education available to Referee Coaches. It is an attempt to address the developmental needs of as many active and accredited people as possible. The proposal will:

- address the developmental variations needs that exist within the geography of Rugby Canada;
- offer an opportunity for clinics and workshops to target specific developmental needs of Canadian Referee Coaches who obviously possess a wide and varying range of skills, knowledge and abilities;
- offer opportunities for Rugby Canada to deliver specific developmental opportunities for Referee Coaches from across the country who have been specifically identified as mentors for new referees, coaches for developing referees, reviewers of high performance referees, etc.;
- offer opportunities to identify appropriate people for upper level accreditation rather than delivering upper level accreditation to Referee Coaches without the skills, knowledge, abilities and personal attributes to gain the benefits of such accreditation; and,
- identify those coaches with the appropriate skills, knowledge, ability, experience, enthusiasm and personal attributes to become more highly accredited and more attune to becoming high performance referee coaches.

The development effort is founded upon the variations of performance levels that exist within Rugby Canada. The current IRB program places an emphasis upon hierarchical learning as opposed to this nation's needs for a broad range of development opportunities that address the variations that exist in

this nation. Rugby Canada does not need large numbers of Referee Coaches with higher levels of accreditation. It is essential that an emphasis is placed upon basic education accompanied by opportunities that emphasize quality control and opportunities for all accredited personnel to have their particular strengths recognized as well as opportunities offered for them to develop their repertoire of Referee Coaching skills and knowledge in the areas that they identify as needing further assistance.

### **Proposed Courses**

All future Referee accreditation courses will be conducted by locally based Referee Societies however, in an endeavor to maintain quality control of the graduate's credentials, all of the following guidelines must prevail.

1. The curriculum will strictly adhere to the IRB course outlines and course delivery expectations (i.e.: curriculum content, time allocation, accredited presenters, participant feedback, quality controls, etc).
2. Only accredited *IRB Match Official Educators* will deliver the programs, however, they may call upon others to assist them. The *IRB Match Official Educator* must be present for the entire program and retains responsibility for quality control. *(NB Rugby Canada Referee & Laws Committee maintains a registry of accredited personnel.)*
3. Referee Societies presenting the course are encouraged to seek prior approval to ensure that the above issues are addressed and to ensure that Rugby Canada forwards appropriate course registration documents to the course presenter.
4. Course presenters are responsible for submitting all course registration details of the course participants to Rugby Canada (on the IRB prepared data sheet) accompanied by the endorsement of the relevant Referee Society that all course requirements were met.
5. No course will be recognized by Rugby Canada unless the above four points are addressed and all correspondence from the Course Presenter is accompanied by the endorsement of the relevant Referee's Society.

### **Planning a Referee Accreditation Course**

When preparing a budget for a course it is essential to consider the costs that will be incurred. All of these issues should be incorporated into the course planning costs. Costs to be included in budget preparation:

- Room Hire
- Audio Visual Equipment Hire
- Photocopying of Participant's Manuals
- Presenter's Honorarium
- Presenter's Travel Expenses
- Current edition of IRB Law book (or have participants bring a copy from the web – [www.irb.com](http://www.irb.com))
- Meals
- Rugby Canada's National Data Base once only Administrative Fee to be transferred to Rugby Canada = \$10.00 per head. *(NB: This does not cover Rugby Canada's annual registration fee and insurance coverage.)*