



REFEREE 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 accreditation 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 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 Level 1 and Level 2 courses.
- All Level 1 and Level 2 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.
- All courses are to be delivered by an IRB accredited *Match Official Educator*. Rugby Canada Referee & Laws Committee maintains a register of accredited *IRB Match Official Educators* who have the ability to deliver these programs.
- All courses must be delivered by personnel with current knowledge of *IRB Laws of the Game* as well as recent involvement as a Referee, Referee Coach or Referee administrator. In order

to display “current knowledge” and “recent involvement” individuals must have registration with Rugby Canada, a profile on the NRCP data base as a Level 2 Referee as well as recent appointments as either a Referee or Referee Coach.

- Rugby Canada Referee & Laws Committee maintains a National Referee Certification Program (NRCP) Data Base of accredited Referees.
- From January 1 2007, Rugby Canada Referee & Laws Committee will not register a Referee’s accreditation details onto the NRCP 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 listed on the NRCP Data Base and a referee who is both accredited and registered with Rugby Canada. An accredited referee 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 will be accredited for four years. All accreditation will terminate on December 31 of the fourth year after accreditation was obtained.
- Referees who have been registered with Rugby Canada during some, or all, of their four year period will have opportunities to gain re-accreditation without repeating the entire accreditation process.
- Provincial Referee Societies will maintain responsibility for monitoring the re-accreditation undertaken by all of its members over the four-year period.
- There will be no costs associated with updating individual’s profiles on the NRCP Data Base for individuals meeting their Provincial re-accreditation process. However, individuals who seek re-accreditation by repeating the entire accreditation process (by enrolling in a course) will be assessed the once only \$10 database administrative fee to be collected as part of the enrolment fee.

Course Objectives

The IRB Level 1 course (introduced in January 2008) is appropriate for parents and schoolteachers who have limited (or no) prior knowledge of Rugby. In many cases this will be the course that will introduce new recruits to refereeing. Rugby Canada views this program as an “introduction to refereeing” and a minimal level of accreditation but does not view it as an ideal on-going level of accreditation that is appropriate for continuing referees. [*Refer to re-accreditation processes and expectations, p. 3.*]

The Level 2 course should be viewed as the ideal level of accreditation required for match officials. Rugby Canada has gained permission from the IRB to deliver this program to all participants, even those with a minimal prior involvement in the sport although some individuals with limited prior knowledge may prefer to take the interim Level 1 accreditation process.

Re-Accreditation Expectations

Accreditation will be valid for a four-year period. All accreditation will terminate on December 31 of the fourth year after accreditation was obtained. In order to be eligible for re-accreditation a referee must have been an active participant in the sport and must have addressed certain re-accreditation expectations monitored by each of the Provinces. There will be four components to the re-accreditation process, including:

- an activity component involving participation as a Referee, Touch Judge and/or Referee Coach;
- an in-service development component that requires attendance and participation at Referee clinics, conferences, seminars, workshops and/or development meetings;
- completion of updated Law examinations; plus,
- a fitness component.

NB: *Re-accreditation is only available to Level 2 Referees. Level 1 Referees are expected to undertake (and successfully complete) their Level 2 during their initial four year accreditation period.*

Recognition of Alternative Referee Coach Accreditation

Rugby Canada will recognize courses delivered in Canada before 2008 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 Match Official Educator*.

Future Direction

In the immediate future Rugby Canada Referee & Laws Committee is placing an emphasis upon the accreditation of Referees via the *IRB Level 2* program. The Level 1 program is viewed as an introduction to refereeing but most definitely not as the ideal on-going level of accreditation.

In addition Rugby Canada is placing an emphasis upon IRB Level 2 accreditation for all referees supported by 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 Referees and Referee Coaches. It is not an attempt to restrict the education available to Match Officials. It is an attempt to address the developmental needs of as many active and accredited people as possible.

The basis for this decision is founded upon quality control. The proposal will:

- address the developmental variation needs that exist within the geography of Rugby Canada;

- offer an opportunity for clinics and workshops to target specific developmental needs of Canadian Referees who obviously possess a wide and varying range of skills, knowledge and abilities;
- offer opportunities to identify appropriate people for upper level accreditation rather than delivering upper level accreditation to Referees without the skills, knowledge, abilities and personal attributes to gain the benefits of such accreditation; and,
- identify those referees with the appropriate skills, knowledge, ability, experience, enthusiasm and personal attributes to become more highly accredited and more attune to becoming high performance referees.

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 Referees 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 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)
- 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.*)

A Final Note of Clarification

1. The information contained in this document pertains to Referee "accreditation". The "accreditation" process must be separated from the issue of Referee "appointments". "Accreditation" should be open to everybody and is a Rugby Canada/IRB responsibility with program delivery being based at a local level.
2. "Appointments" occur after accreditation and are a separate issue. "Appointments" (and therefore referee grading, referee ranking, etc.) are founded upon merit based decisions made at the Provincial or regional level.
3. There is no on-field practical expectation assigned to the "accreditation" process. However, all IRB *Match Official Educators* have been trained to incorporate "competence based sessions" into their programs as well as to facilitate the learning process of potential referees via "practical and micro-officiating sessions" even when the course is being delivered in classrooms style facilities.